

JCPL

BOARD

2005

Minutes

2005 Budget

1 PERSONAL SERVICES

1.1	Salaries and wages	
1.11	Salary of librarian	\$54,454
1.12	Salary of Assistants	\$787,808
1.13	Wages of Janitor	\$51,967
1.2	Employee benefits	
1.21	Employer: FICA	\$64,481
1.22	Unemployment Comp	\$4,553
1.23	Employer: PERF	\$43,525
1.24	Employer: Group Insur.	\$66,666
1.3	Other personal services	
1.31	Other personal services	\$100
Total Personal Services		\$1,073,554

2 SUPPLIES

2.1	Office supplies	
2.11	Official records	\$900
2.12	Stationery/printing	\$550
2.13	Other office supplies	\$9,200
2.2	Operating supplies	
2.21	Cleaning/sanitation	\$4,500
2.22	Fuel/oil/lubricants	\$0
2.23	Other operating supplies	\$4,000
2.3	Repair/maintenance supplies	
2.31	Building materials	\$2,000
2.32	Painting supplies	\$100
2.33	Repair parts	\$400
2.4	Other supplies	
2.41	Library supplies	\$11,700
2.42	Marketing	\$200
Total Supplies		\$33,550

3 OTHER SERVICES/CHARGES

3.1	Professional services	
3.11	Consulting services	\$0
3.12	Engineer/Arch Services	\$0
3.13	Legal services	\$2,507
3.14	Other profess. services	\$5,500
3.2	Communication/Transportation	
3.21	Telephone	\$5,800
3.22	Postage	\$5,500
3.23	Traveling expenses	\$7,500
3.24	Professional mtgs	\$7,500
3.25	Freight/Express	\$1,800
3.26	Network expenses	\$15,000

3.3	Printing/Advertising	
3.31	Adv/Public. of notices	\$1,500
3.32	Printing (not offc. supply)	\$300
3.33	Marketing advertising	\$550
3.4	Insurance	
3.41	Official bonds	\$200
3.42	Other insurance	\$40,000
3.5	Utility services	
3.51	Gas	\$42,000
3.52	Electricity	\$49,000
3.53	Water	\$1,000
3.54	Waste disposal service	\$3,200
3.6	Repairs/maintenance	
3.61	Bldgs/Structures	\$48,000
3.62	Equipment	\$1,000
3.7	Rentals	
3.71	Real estate	
3.72	Equipment	\$300
3.91	Dues	\$1,800
3.92	Interest on loans	\$0
3.93	Taxes/Assessments	\$260
3.94	Transfer to LIRF	\$20,524
3.95	Book reimbursement	\$100
3.96	Petty cash	\$120
3.97	Interview/moving expense	\$0
3.98	Maintenance contracts	\$58,594
	Total Other Services/Charges	\$319,555
4	CAPITAL OUTLAYS	
4.1	Land	
4.2	Buildings	
4.3	Improvements	\$700
4.4	Furniture/equipment	\$5,940
4.5	Other capital outlays	
4.51	Books	\$139,000
4.52	Periodicals,newspapers	\$22,600
4.53	Nonprint materials	\$68,104
	Total Capital Outlays	\$236,344
	FUND TOTAL	\$1,663,003

**JASPER COUNTY PUBLIC LIBRARY
BOARD MEETING DATES
2005**

Meetings are held at 7:00 pm at the Rensselaer Library unless otherwise noted.

Monday	January 10	Regular Board Meeting; Board Of Finance Mtg follows
Monday	February 14	
Monday	March 14	
Monday	April 11	(at DeMotte Library)
Monday	May 9	Executive Session @ 7:00 PM to discuss employee performance. Regular Board Meeting follows.
Monday	June 13	
Monday	July 11	
Monday	August 8	
Monday	August 29	(Special Budget Meeting)
Monday	September 12	(at Wheatfield Library)
Monday	October 10	
Monday	November 14	
Monday	December 12	
Tuesday	December 27	@ 9:00 AM (Special Year-End Meeting to approve transfers, encumbrances, year-end bills)



☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881
Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
Wheatfield, Indiana 46392-7396
219 • 956-3774
Fax 219 • 956-4808

2005 Board Members

	<u>Phone</u>	<u>Term Expires</u>	<u>Appointed By</u>
President: Mike Crawford [REDACTED]	[REDACTED]	August 2, 2007	Pres. KV & West Central School Boards
Vice-President: Sue Deardorff [REDACTED]	[REDACTED]	December 31, 2006	Co. Commissioners
Secretary: Mark Heinig III [REDACTED]	[REDACTED]	December 31, 2005	County Council
Treasurer: Anne-Marie Egan [REDACTED]	[REDACTED]	May 9, 2009	Rensselaer Central School Board
Asst. Treasurer: Timothy Schultz [REDACTED]	[REDACTED]	June 30, 2008	County Council
Joan Floyd [REDACTED]	[REDACTED]	December 31, 2007	County Commissioners
Mari Anne Saylor [REDACTED]	[REDACTED]	May 9, 2006	Rensselaer Central School Board



JASPER COUNTY PUBLIC LIBRARY

www.jasperco.lib.in.us

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Holiday Schedule 2005

The Libraries will be closed on the following days:

New Year's Day: Saturday, January 1

Memorial Day: Monday, May 30

Independence Day: Monday, July 4

Labor Day: Monday, September 5

Thanksgiving: Thursday, November 24

Christmas Eve: Saturday, December 24

Christmas Day: Monday, December 26

New Year's Eve: Saturday, December 31

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Three employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having worked 10 years or 15 years at the library.

LIBRARY POLICY REVIEW SCHEDULE 2005

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	LCD Projector Policy	179
February:	Staff Code of Ethics	149
	FMLA Policy	171
March:	Staff Complaint Policy	146
	Gift Policy	183
April:	Personnel Policy	109-119
May:	No policies reviewed	
June:	Audiovisual Equipment Loan Policy	105
	Video/DVD Policy	107
	Internet Acceptable Use Policy	151
July:	Public Relations/Information Policy	97
	Public Records Policy	99-100
August:	Art Exhibit/Display Case Use Policy	131-132
	Bulletin Board Policy	133
September:	Board/Staff Privileges	143-145
	Group Visit Policy	169
October:	Harassment Policy	93-96
	Public Forum Policy	137
	Library Credit Card Policy	180
November:	Materials Selection Policy	93-96
	Microform Reader/Printer Policy	155
	Indemnification Policy	177
December:	No policies reviewed	

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LIBRARY POLICY REVIEW SCHEDULE 2006

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	Fixed Asset Policy	181
	Circulating CD ROM Policy	165
	Fax Machine Policy	125
February:	Holiday Policy	127
	Circulation Policy	161
March:	Walking Books Policy	167
	Public Purchase Policy	175
	Board Code of Ethics	147
April:	Personnel Policy	109-119
May:	No policies reviewed	
June:	Study Room Use Policy	129
	Internet Acceptable Use Policy	151
July:	Mission/Value/Role Statement	91
	Reciprocal Borrowing Policy	159
August:	Food, Tobacco, Drug & Alcohol Policy	157
	Research Computer Use Policy	153
September:	Bylaws	81-86
	Library Behavior Policy	141
October:	Reference Policy	135
	Word Processing Computer/Typewriter Use Policy	123
November:	Meeting Room Policy	101-103
	Games Computer Policy	
December:	No policies reviewed	

rev. 1/05

Lynn Daugherty

From: Lynn Daugherty <ldaugherty@jasperco.lib.in.us>
To: @LibBoard.PML
Subject: Board committees for 2005
Send reply to: ldaugherty@jasperco.lib.in.us
Date sent: Fri, 14 Jan 2005 15:01:49 -0600

Below are the board committees Mike has set up for this year. I have attached a copy of this information for you to put in your Board Handbook (A7), if you want to. And please remember to get me your Board Handbooks so I can bring them up to date.

Budget Committee: Tim Schultz, chair, Anne-Marie Egan, Mark Heinig

Meets in June or July to review next year's budget proposal prepared by library staff. Adjustments are made and committee presents final recommendation to the full board at the July meeting.

Director's Evaluation Committee: Mari Anne Sayler, chair, Mike Crawford, Mark Heinig

Director evaluation forms distributed to director and board members at the April board meeting. (The committee may wish to meet earlier to examine the evaluation form and determine if any changes should be made.) Before the May meeting, committee receives all board members' evaluations of the director as well as the self-evaluation by the director. The committee uses these to prepare a written evaluation of the director. At an executive session at the May board meeting, this evaluation is discussed by the whole board, then given to the director.

Bylaws and Policy Review Committee: Sue Deardorff, chair, Mari Anne Sayler, Joan Floyd

Sometimes meets in January to make changes to the Policy Review Schedule, to decide if new policies should be instituted during the year and schedule these, and to determine how to proceed during the remainder of the year. (This was deemed unnecessary this year.)

Past procedure has been for the director to recommend changes in policies to the policy committee one month before the policy is to be reviewed by the board. Committee members then notify the director whether or not they concur with proposed changes (or if they would like to propose other changes). If the issue is complicated and there is disagreement, a committee meeting will be held. If committee members concur, no meeting is needed and the director prepares the recommendation of the policy committee for a report to the full board.

Nominating Committee: chair, Anne-Marie Egan, chair, Joan Floyd, Tim Schultz

In October, the nominating committee prepares a slate of officers for the following year. This slate is presented to the board by the committee at the November board meeting. The board elects officers at the December meeting. Officers can serve in the same position only two consecutive years.

Lynn

Attachments: H:\General files\Board\Committees 2005.doc

JAN.

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting
Monday, January 10, 2005, 7:00 PM
Rensselaer Library

	<u>Purpose</u>
<u>Board of Finance Meeting</u>	
A. Election of Officers	Action
B. Annual financial report	Information
C. Accounting Practices for 2005	Action
D. Resolution to allow bill payment with prior Approval	Action
<u>Opening of meeting</u>	Moment of silence
<u>Approval of Consent Agenda & Consent Agenda Items</u>	Action
A. Minutes of December meetings (R 1 - R 2)	
B. Bills/Financial Reports (F)	
C. Salary Ordinance for 2005 (R 7, R 13)	
D. AFLAC Insurance (R 12)	
<u>General Business</u>	
A. Wheatfield Building Project (R 11)	Discussion
<u>Director's Report</u> (R 11 – R 14)	Discussion
<u>Items for future Agendas</u>	
<u>Public Forum</u>	
<u>Adjournment</u>	

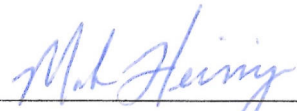
Minutes December 27, 2004
Meeting of the Jasper County Public Library Board 8:10 AM
Rensselaer Library

Present: Mari Anne Sayler, Sue Deardorff, Mark Heinig, Anne-Marie Egan, Lynn Daugherty.

The board approved encumbrances in the LIRF and Operating funds, transfers in the Operating, CPF and LIRF funds, and accounts payable bills on a motion by A-M. Egan, seconded by M. Heinig.

With no further business, the meeting adjourned at 8:20 AM on a motion by M.A. Sayler, seconded by M. Heinig.


Attest: Sue Deardorff


Mark Heinig, Secretary

Minutes
Jasper County Public Library Board of Trustees
7:00 PM

December 13, 2004
Rensselaer Library

Present: Sue Deardorff, Anne-Marie Egan, Mark Heinig III, Mari Anne Sayler, Tim Schultz Jr., Mike Crawford, Lynn Daugherty, Patty Stringfellow, & Gail Jung.

Absent: Joan Floyd.

Agenda & Consent Agenda Approval: The Minutes of the November Board Meeting, November bills and financial reports, and changes to the Circulation Policy were approved as part of the Consent Agenda on a motion by A-M Egan, seconded by M. Sayler. Motion passed unanimously.

2005 Board Officers: The board elected the slate of officers for 2005 on a motion by M. Crawford, seconded by A-M Egan. They are President – M. Crawford; Vice-president – S. Deardorff; Secretary – M. Heinig; Treasurer – A-M Egan. The board appointed T. Schultz to serve as Assistant Treasurer for 2005.

2005 LSTA Technology Grant: M. Heinig moved, seconded by M. Crawford, to approve the application for the LSTA Technology Grant for a color printer w/carrying case, LCD Projector, default software, and computer class instructors to expand on the usage of the portable wireless lab. All were in favor.

Wheatfield Bldg Project Update: Construction is on schedule. Attorney Ed Dumas will submit our site plan and address the Drainage Board for their approval.

The Wheatfield Town Board suggested that the new Wheatfield Library would be an ideal facility to be used as an Emergency Shelter or Warming Center. The Board is willing to work with the town in this endeavor by allowing access to the Meeting Room areas. Don Gear, Wheatfield Town Board President, will meet with our sub-contractor, Rich Tillema at Circle 'R' Electric, regarding equipping the library for this purpose, at no expense to the library.

Wheatfield Library Fund-Raising Drive: M. Crawford noted that only general contractors and sub-contractors should be contacted for a donation. A plaque will display the names of those who donated money toward the building of the Wheatfield Library. M. Crawford will provide an example of a solicitation letter for us to use.

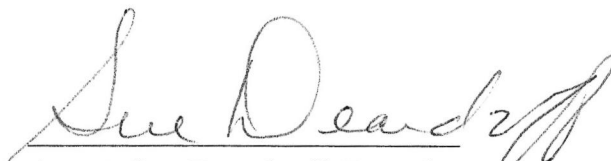
2004 Year-end Meeting: The news media will be sent a notice of the December 27, 2004 Board Meeting at 8:00 AM in the Rensselaer Meeting Room. A-M Egan, S. Deardorff, M. Saylor, and M. Heinig are expected attend for the needed quorum.

DeMotte Carpet: Crown Point Quality Floors, Inc. won the bid of \$77,700 for the DeMotte Library carpet and installation. Professional Lift Movers will be moving the stacks. The carpet is anticipated to be laid around the end of January.

LIRF Transfer: On a motion by M. Heinig, seconded by M. Crawford, the board approved transferring \$30,000 from the Operating Fund (3.94) Transfer to LIRF appropriation to the LIRF Fund. Motion was unanimous.

Adjournment: With no further business to discuss M. Crawford moved for adjournment at 7:40 PM.


Joan Floyd, Secretary


Attest: Sue Deardorff, President

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes
ADULT BOOKS					
14,342	14,435	12,686	12,691	8,910	8,952 Fiction
16,112	16,125	22,169	22,177	8,460	8,451 Nonfiction
CHILDREN'S BKS					
11,882	11,906	13,121	13,076	6,682	6,732 Fiction
9,265	9,348	8,031	8,060	3,876	3,885 Nonfiction
YA BOOKS					
1,709	1,721	2,449	2,385	1,368	1,376 Fiction
584	587	402	408	80	80 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	140	140	0	0 Games, Toys
1,667	1,693	2,600	2,628	1,705	1,712 Sound Rec/Adult
410	420	445	446	302	302 Sound Rec/Child
25	25	16	16	1	1 Online Databases
267	267	390	371	215	215 Software
0	0				Vertical Files
1,901	1,928	3,243	3,278	1,214	1,222 VHS/DVD
119	119	142	142	57	57 Equipment
58,283	58,574	65,834	65,818	32,870	32,985 TOTAL

CIRCULATION BY HOLDINGS CODE
December 2004

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	1			1
Award Winner JE (DAJE)	5		1	6
Award Winner JFIC (DAJFIC)	9			9
Award Winner JNF (DAJNF)				0
Award Winner JPFIC (DAJBPF)	2			2
Award Winner YAFIC (DAYAF)	5			5
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	39	4	1	44
Books on CD (DBKCD)	77	2		79
Books on Tape (DBKT)	93	2		95
Compact Disc (DCD)	400	16	2	418
DVD	918	7	1	926
Equipment (DEQP)	5			5
See librarian (DERR)				0
Express Book (DEXP)	50			50
Fiction (DFIC)	1334	43	38	1415
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	338			338
Juv. Biography (DJBIO)	29	3		32
Juv. Book on CD (DJBKCD)	5			5
Juv. Book on Tape (DJBKT)	54			54
Juv. Compact Disc (DJCD)	27	1	1	29
Juvenile Easy (DJE)	700	4	1	705
Juv. Easy Reader (DJER)	222		1	223
Juv. Fiction (DJFIC)	172	6	5	183
Juv. Holiday books (DJHOL)	39			39
Juv. Magazine (DJMAG)	55			55
Juv. Music Cassette (DJMC)	3			3
Juv. Nonfiction (DJNF)	328	16	7	351
Juv. Nonfic Text Bk (DJNFTB)				0
Juv. Paperback fic (DJPBF)	196	5	5	206
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	77	1		78
Large Print Nonfic (DLPNF)	3			3
Magazine (DMAG)	908		3	911
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	806	50	25	881
Nonfiction VHS (DNFVHS)	55	3		58
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPSJFic)	2			2
Parent Shelf Juv. NF (DPSJNF)	4		1	5
Parent Shelf Ref (DPREF)				0
Reference (DREF)	2			2
Ref. Magazine (DRMAG)				0

Reference Software (DRSW)				0
Spanish Collection (DSPA)	7	2		9
Software (DSWAR)	110	3		113
Vertical File (DVF)	11			11
VHS	772	12	2	786
YA Biography (DYAB)	3			3
YA Books on CD (DYABKCD)	3			3
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	36			36
YA Nonfiction (DYANF)	17	2		19
YA Paperback Fic (DYAPBF)	70			70
Award Winner JBIO (RAJBIO)				0
Award Winner JE (RAJE)	2	5		7
Award Winner JFIC (RAJFIC)		5		5
Award Winner JNF (RAJNF)				0
Award Winner JPFIC (RAJPBF)		2		2
Award Winner YAFIC (RAYAF)		2		2
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	2	72	1	75
Books on CD (RBKCD)	2	92		94
Books on Tape (RBKT)	2	102	1	105
Compact Disc (RCD)	7	375	11	393
DVD	9	1545	4	1558
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		74		74
Fiction (RFIC)	36	1096	25	1157
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		5		5
Internet (RINTER)		664		664
Juv. Biography (RJBIO)		22		22
Juv. Book on CD (RJBKCD)		4		4
Juv. Book on Tape (RJBKT)	8	34		42
Juv. Compact Disc (RJCD)	2	20		22
Juvenile Easy (RJE)	8	852	6	866
Juv. Easy Reader (RJER)	1	211		212
Juv. Fiction (RJFIC)	4	236	4	244
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		13		13
Juv. Music Cassette (RJMC)		7		7
Juv. Nonfiction (RJNF)	5	413	8	426
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	2	135		137
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	6	79		85
Large Print Nonfic (RLPNF)		6		6
Magazine (RMAG)		267		267
Music Cassette (RMCAS)				0
Nonfiction (RNFIC)	38	683	11	732

Nonfiction VHS (RNFVHS)	3	43	2	48
Professional Coll. (RPRO)		1		1
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)				0
Parent Shelf Ref (PREF)		4		4
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	1	60	2	63
Software (RSWAR)	4	108	1	113
Vertical File (RVF)		5		5
VHS	11	1023	2	1036
YA Biography (RYAB)		5		5
YA Books on CD (RYABKCD)		2		2
YA Books on Tape (RYABKT)		12		12
YA Fiction (RYAF)	5	110	1	116
YA Nonfiction (RYANF)		40	1	41
YA Paperback Fic (RYAPBF)	1	90	7	98
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)		1	1	2
Award Winner JFIC (WAJFIC)				0
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	6	5	17	28
Books on CD (WBKCD)	6	6	50	62
Books on Tape (WBKT)	1	1	23	25
Compact Disc (WCD)	8	5	144	157
DVD	4	2	540	546
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			26	26
Fiction (WFIC)	64	33	403	500
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			230	230
Juv. Biography (WJBIO)			6	6
Juv. Book on CD (WJBKCD)			2	2
Juv. Book on Tape (WJBKT)	5	1	18	24
Juv. Compact Disc (WJCD)		1	2	3
Juvenile Easy (WJE)	8	2	433	443
Juv. Easy Reader (WJER)			137	137
Juv. Fiction (WJFIC)	4	5	82	91
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			50	50
Juv. Music Cassette (WJMC)				0
Juv. Nonfiction (WJNF)	4	3	193	200
Juv. Nonfic Text Bk (WJNFTB)				0

Juv. Paperback fic (WJPBF)	2		66	68
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	1	1	17	19
Large Print Nonfic (WLPNF)			4	4
Magazine (WMAG)		2	115	117
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	18	23	320	361
Nonfiction VHS (WNFVHS)	1	2	36	39
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)				0
Software (WSWAR)	3	1	50	54
Vertical File (WVF)				0
VHS	8	2	391	401
YA Biography (WYAB)				0
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)			2	2
YA Fiction (WYAF)	1	2	17	20
YA Nonfiction (WYANF)	1	2	9	12
YA Paperback Fic (WYAPBF)		1	15	16
TOTAL	8296	8807	3580	20683

CIRCULATION BY HOLDINGS CODE
December 2004

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	1	0	0	1
Award Winner JE (AJE)	7	6	2	15
Award Winner JFIC (AJF)	9	5	0	14
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	2	2	0	4
Award Winner YAFIC (AYAF)	5	2	0	7
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	47	81	19	147
Books on CD (BKCD)	85	100	50	235
Books on Tape (BKT)	96	117	24	237
Compact Disc (CD)	415	396	157	968
DVD	931	1554	545	3030
Equipment (EQP)	5	0	0	5
See librarian (ERR)	0	0	0	0
Express Book (EXP)	50	74	26	150
Fiction (FIC)	1434	1172	466	3072
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	5	0	5

Internet (INTR)	338	664	230	1232
Juv. Biography (JBIO)	29	25	6	60
Juv. Book on CD (JBCD)	5	4	2	11
Juv. Book on Tape (JBKT)	67	35	18	120
Juv. Compact Disc (JCD)	29	22	3	54
Juvenile Easy (JE)	716	858	440	2014
Juv. Easy Reader (JER)	223	211	138	572
Juv. Fiction (JFIC)	180	247	91	518
Juv. Holiday (JHOL)	39	0	0	39
Juv. Magazine (JMAG)	55	13	50	118
Juv. Music Cassette (JMC)	3	7	0	10
Juv. Nonfiction (JNF)	337	432	208	977
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	200	140	71	411
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	84	81	17	182
Large Print Nonfic (LPNF)	3	6	4	13
Magazine (MAG)	908	269	118	1295
Music Cassette (MCAS)	0	0	0	0
Nonfiction (NFIC)	862	756	356	1974
Nonfiction VHS (NFVH)	59	48	38	145
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	2	0	0	2
Parent Shelf Juv. NF (PSJNF)	4	0	1	5
Parent Shelf Ref (PREF)	0	4	0	4
Reference (REF)	45	40	21	106
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	8	62	2	72
Software (SWAR)	117	112	51	280
Vertical File (VF)	11	5	0	16
VHS	791	1037	395	2223
YA Biography (YAB)	3	5	0	8
YA Books on CD (YABKCD)	3	2	0	5
YA Books on Tape (YABKT)	0	12	2	14
YA Fiction (YAF)	42	112	18	172
YA Nonfiction (YANF)	18	44	10	72
YA Paperback Fic (YAPBF)	71	91	22	184
				0
Free reads	158	361	84	603
Games/Puzzles				0
Talking books		1		1
Assignment Shelf Books				0
TOTAL	8497	9221	3685	21403

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1726	1688	593	4007
Nonfiction	965	950	402	2317

CHILDREN'S BOOKS

Fiction	1339	1469	742	3550
Nonfiction	410	457	215	1082
YA BOOKS				
Fiction	118	205	40	363
Nonfiction	21	49	10	80
Magazines, Adult	908	269	118	1295
Magazines, Children	55	13	50	118
Games, Toys	0	5	0	5
Sound Recordings, adult	599	628	233	1460
Sound Recordings, ch	104	68	23	195
Online databases	0	0	0	0
Software	117	112	51	280
Vertical file	11	5	0	16
VHS/DVD	1781	2639	978	5398
Equipment	5	0	0	5
Total	8159	8557	3455	20171

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

December 2004

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	106	23	148	32	152	33	406	88
LOCAL HISTORY								
In person		0	6	2		0	6	2
Letters written		0	6	6		0	6	6
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	338	14	664	28	230	10	1232	51
Computer software used	27	2	95	8	5	0	127	11
VCR Use		0		0		0	0	0
Microforms		0	28	4		0	28	4
CD ROM/Online databases	110	9	425	35	68	6	603	50
Typewriter use	1	0		0		0	1	0
Other equipment used		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	8	5	2	1		0	10	7
Notarized documents	11	3		0	3	1	14	4
Meeting Room Use (no. of groups)	51	17	22	7	22	7	95	32
Study room use	19	2	20	2	2	0	41	3
Proctoring	5	3		0		0		0
Tax Forms distributed		0		0		0	0	0
Pull Requests	12	12		0		0	12	6
INTERLIBRARY LOANS								
Requests made for:	52	13	58	15	26	7	136	34
Items rec'd for:	43	22	40	20	21	11	104	52
Items requested by other libraries	3		1		2		6	
Items supplied to other libraries	3	2	1	1	2	1	6	3

REGISTRATIONS

Total Borrowers	7461	7563	3116	18140
Non-resident, paying	3	10	1	14
PLAC card users	1	2	0	3
Reciprocal borrowers	377	312	31	720
(Hispanic cards issued)				0

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
Programs for all ages		0		0	1	6	1	6
Children's Programs (0-13)	18	108	7	42	1	6	26	156
Number attending	315		66		9		390	
YA Programs (14-17)	84	504	0	0	0	0	84	504
Number attending	16		1		4		21	
Adult Programs	1	6	1	6	3	18	5	30
Number attending	46		19		16		81	
Senior Citizen Programs	7	42	5	30	0	0	12	72
Number attending	80		29		8		117	
Total Number of Programs	110	660	13	78	5	30	128	768
Total Persons Attending	457		115		37		609	
Total Attending Same Month Last Yr.	261		244		108		613	
Total Staff Hours Spent		786		238		105		1120
Hours Spent Same Month last year		192		261		103		556

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6220	74.3%	6693	73.0%	2766	75.5%	15679	74.0%
Corporate	2	0.0%	9	0.1%	1	0.0%	12	0.1%
Juvenile 0-11	675	8.1%	834	9.1%	291	7.9%	1800	8.5%
Nonresident No Fee	31	0.4%	247	2.7%	134	3.7%	412	1.9%
Nonresident Fee		0.0%	3	0.0%		0.0%	3	0.0%
Reciprocal	297	3.5%	172	1.9%	49	1.3%	518	2.4%
School		0.0%	16	0.2%		0.0%	16	0.1%
St. Joseph College	1	0.0%	123	1.3%		0.0%	124	0.6%
State Library Card	9	0.1%		0.0%		0.0%	9	0.0%
Staff	737	8.8%	736	8.0%	264	7.2%	1737	8.2%
YA 12-17	198	2.4%	158	1.7%	55	1.5%	411	1.9%
YA-AV	198	2.4%	179	2.0%	104	2.8%	481	2.3%
Total	8368		9170		3664		21202	
All items borrowed by nonresidents	338	4.0%	561	6.1%	183	5.0%	1082	5.1%

Salary Ordinance 2005

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Alfaro, Maria	Sub. Janitor	\$8.65	\$449.80	1	W
Beedle, Marlene	Specialist 1	\$13.55	\$22,547.20	32	D
Broholm, Daniel	Page	\$6.05	\$3,146.00	10	D
Brown, Glenda	Specialist 2	\$14.34	\$29,827.20	40	R
Carr, Renee	Specialist 1	\$14.11	\$8,804.64	12	D
Cavinder, Rachael	Specialist 3	\$13.25	\$24,115.00	35	W
Cly, Chris	Clerk	\$9.52	\$12,623.52	25.5	R
Daugherty, Lynn	Director	\$26.18	\$54,454.40	40	R
Davis, Lisa	Lib. Asst II/Bkpr	\$13.22	\$27,497.60	40	R
deJong, Aurora	Clerk	7.22/7.32/7.42	\$4,578.48	12	R
Delger, Kim	Lib Asst 1	\$8.83	\$12,856.48	28	D
Evers, Jennifer	Librarian 3 (Tech)	\$19.13	\$39,790.40	40	R
Fagen, Charlotte	Specialist 3	\$15.69	\$28,555.80	35	D
Gibson, Rebecca	(Librarian 1,3)	16.03/16.78	\$33,992.48	40	D
Gray, Elizabeth	Page	\$6.35	\$3,302.00	10	R
Hamstra, Dyanna	Page	5.95,6.05	\$3,122.00	10	D
Hartley, Alexia	Page	5.85,5.95,6.05	\$3,108.00	10	R
Havens, Denise	Clerk	\$8.01	\$4,998.24	12	D
Herz, Mary	Lib. Asst 2	\$9.26	\$15,408.64	32	D
Jones, Jamie	Page	\$6.17	\$5,454.28	17	W
Jung, Gail	Business Mgr	\$16.31	\$33,924.80	40	R
Kaluf, Jean	Lib. Asst 1	\$8.60	\$3,577.60	8	D
Kenning, Amy	Page (sub)	\$6.35			R
Kooy, Diana	Librarian I	\$17.15	\$32,104.80	36	W
Maczak, John	Janitor/Maint	\$10.00	\$1,315.60	2.53	D
Maxwell, Sheila	Systems Admin.	\$20.81	\$43,284.80	40	R
Mays, Kris	(Lib. Asst 2)	\$12.10	\$25,168.00	40	R
Minix, Marion	Janitor	\$9.00	\$11,700.00	25	W
Molenaar, Mary	Lib. Asst 2	\$9.50	\$19,760.00	40	R
Opolski, Diane	Library Asst 2	\$12.15	\$20,217.60	32	W
Pullins, Amber	Lib. Asst 1	\$11.44	\$23,795.20	40	R
Ransford, Cynthia	Lib. Asst 1	\$8.16	\$10,183.68	24	D
Salyer, Beth	Clerk	\$9.00	\$5,616.00	12	R
Saxon, Jackie	Librarian 1	\$16.59	\$30,193.80	35	R
Scholl, Elizabeth	Page	\$6.35	\$3,302.00	10	R
Schulenberg, Sharon	Spec. Serv Lib	\$16.26	\$29,593.20	35	R
Shoemaker, Beth	Clerk	\$7.57	\$6,101.42	15.5	R
Speacht, Nanette	Lib. Asst 1	\$9.56	\$11,930.88	24	W
Stalbaum, David	Janitor/Maint	\$10.00	\$260.00	0.5	W
Standish, Jack	Janitor/Maint	\$13.78	\$20,780.24	29	R
Stringfellow, Patricia	Libn 3	\$17.43	\$36,254.40	40	R
Sutton, Kimberly	Clerk	\$7.57	\$4,723.68	12	D
Tachtiris, Jill	Specialist 2	\$14.34	\$29,827.20	40	D

Thomas, Rayann	Page	5.95,6.05	\$3,129.00	10	R
Thompson, Linda	Lib. Asst 2	\$11.08	\$18,437.12	32	W
Vis, Virginia	Janitor	\$11.64	\$12,105.60	20	D
Vis, Virginia	Clerk	\$8.43	\$8,767.20	20	D
Weed, Kathryn	Librarian 2	\$15.75	\$32,760.00	40	R
Whitlow, Emily	Janitor	\$9.00	\$5,616.00	12	D,R
Whitlow, Emily	Floater/Lib Asst I	\$11.30	\$14,690.00	25	D,R,W
Woods, Peggy	Specialist 2	\$13.78	\$28,662.40	40	R
Wynkoop, Ryan	Page	\$6.17	\$3,208.40	10	D
Zellon, Kathleen	Clerk	7.22,7.32/7.42	\$4,569.20	12	D
	Clerk	7.12,7.22,7.32	\$10,353.60	48	W
	Page (added hrs)	\$6.05	\$912.34	2.9	D,R,W
TOTAL			\$885,457.92		

Spurgeon, Charles	Owner's Rep.	\$40.00	\$24,960.00	12	R
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We have examined and approved the year 2005 Jasper County Public Library Salary Ordinance. Dated January 10, 2005.

<u>Imogene M. Scheltz</u>	<u>John C. Floyd</u>
<u>Deane Marie Egan</u>	
<u>Shirley J. Boyd</u>	
<u>Mike Henry III</u>	

**ACCOUNTING PRACTICES
FOR
Year 2005**

Interest from the Operating Fund and BIRF will be credited to the Operating Fund. LIRF (Library Improvement Reserve Fund) and the Construction Fund will each be separately invested and interest credited back to the same account. Capital Projects Fund interest will be credited to the Capital Projects Fund.

Tim Schultz will hold the office of Assistant Board Treasurer and be bonded as is the Treasurer. He will be authorized to sign checks in the absence of the Treasurer.

DeMotte State Bank and Peoples State Bank are designated as the library's depositories. The majority of the library's funds will be deposited in Peoples State Bank. A threshold amount is retained in a checking account there to offset bank charges; the remainder is invested in a Repurchase Agreement.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

Mileage will be paid at the IRS approved rate.

For employees working 35 or more hours per week, the Library will pay \$287.70 per month of their health/life insurance premiums through Anthem Blue Cross/Blue Shield. For employees working 30-34 hours per week, the Library will pay \$179.81 per month of the health/life insurance premium. The Library will pay all but \$1.00 of the life insurance policy for all employees working 30 hours or more per week who elected to take only life insurance.

Electronic fund transfers will be used to pay state, county and federal payroll taxes. They may also be used as an emergency measure when the library is unable to make a timely contractual payment by check.

The Director and Business Manager are authorized to make internal bank transfers between library accounts.

The Director may dispose of unwanted or inoperable library property without board approval as long as it has a value of \$1000 or less per item, with a cumulative value of no more than \$5000.

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Jasper County Public Library must pay its bills on time and the Jasper County Public Library board requests that all bills be paid by their due date, Jasper County Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 20-14-3-14(b).

- Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- Dues, subscriptions, and publications.
- License or permit fees.
- Insurance premiums.
- Utility payments or connection charges.
- Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- Grants of state funds authorized by statute.
- Maintenance and service agreements.
- Legal retainer fees.
- Conference fees.
- Expenses related to the educational or professional development of an individual employed by the library board, including:
 - (A) inservice training;
 - (B) attending seminars or other special courses of instruction; and
 - (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- Leases or rental agreements.
- Bond or coupon payments.
- Payroll costs.
- State, federal, or county taxes.
- Expenses that must be paid because of emergency circumstances.
- Credit card and Store Charge Account payments
- Other expenses described in another library board resolution.

The Jasper County Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 10th day of January, 2005.

NAY

AYE

Timothy H. Schuck
Deanne Marie Egan
John J. Egan
Mike Heining
Joson Weardorf
Mari Anne Saylor

ATTEST:

Mike Heining
 Secretary of Appropriating Body

Director's Financial Report 2004

It has been a financially challenging and exciting year for the library with construction beginning on the new Wheatfield Library, disbursing most all of our Capital Projects funds for building project, and spending some of our LIRF reserve for carpet replacement. This meant receipting in \$2,820,000 for the construction bond, spending \$708,679 from the Capital Projects fund, of which \$678,679 was designated for the construction project, and spending \$36,860 from LIRF for the DeMotte carpeting project, and encumbering another \$49,535 for carpeting contracts. We were able to use Operating Fund money to pay building project costs until bond money was received and reimbursed ourselves before the end of the year. We opened a new Repurchase Account for the Construction monies, and set up a Money Market Account for Construction retainage money. Along with the bond money was the opportunity and challenge to invest funds that were not needed in the first few months of construction. We invested in numerous CD's to gain a better rate of interest on the construction funds while allowing us to have enough cash on hand to pay the bills as they were incurred. We also invested unappropriated LIRF money to get a better rate of return. The Investment Report is under separate cover.

We began the year 2004 with \$1,308,215.72 and ended the year with a bank balance of \$2,913,621.43. This is the total for all of library funds including our bond money for the construction project with \$2,040,731.23 remaining to be expended. We have received \$18,864.54 in Levy Excess funds. This is money that our tax rate brings in over the dollar amount the state has authorized us to spend. The Department of Local Government Finance (DLGF) will release this money for us to appropriate in a future year.

We spent 95% of our Operating Fund budget leaving a balance of \$88,835.71. This is about 2.5%-3.0% higher than we ideally would like to spend, but it has been again, a challenging year and 2005 appears to be as well. The cash balance in the Operating Fund is \$580,559.27. We anticipate this will be sufficient to maintain a four-month cash flow balance until CAGIT money is receipted in May.

We will be monitoring the library finances closely in 2005 as we move into a new Wheatfield Library building, sell the present facility, and re-carpet the Rensselaer library.

JCPL FINANCIAL STATEMENT

December 31, 2004

	<u>Beginning 2004 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$559,781.45	\$195,192.11	\$1,712,758.55	\$623,768.78	\$1,733,536.37	\$580,559.27
Includes Investments of:						
Public Library Access Card Fund	\$26.00	\$0.00	\$52.00	\$0.00	\$52.00	\$26.00
Gift Fund	\$3,885.54	\$1,931.37	\$9,374.56	\$1,049.22	\$9,556.97	\$4,067.95
DeMotte	\$434.33	\$1,623.67	\$4,352.41	\$599.22	\$4,413.94	\$495.86
Rensselaer	\$2,963.26	\$169.13	\$4,078.79	\$400.00	\$3,781.23	\$2,665.70
Wheatfield	\$487.95	\$138.57	\$943.36	\$50.00	\$1,361.80	\$906.39
Library Improvement Reserve Fund	\$205,152.29	\$36,870.00	\$36,870.00	\$30,105.94	\$32,429.83	\$200,712.12
Includes Investments of:						
Bond & Interest Redemption Fund	\$20,611.55	\$399,640.00	\$439,780.50	\$195,785.27	\$443,581.46	\$24,412.51
Includes Investments of:						
Rainy Day Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$30,763.00	\$30,763.00
Transfer from OPER Fund						
Capital Projects Fund	\$508,649.36	\$55,640.98	\$708,679.00	\$86,323.60	\$202,745.84	\$2,716.20
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$690.22	\$0.00	\$690.22	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$18,864.54	\$18,864.54	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$465,397.64	\$785,969.92	\$2,973.51	\$2,826,701.15	\$2,040,731.23
Includes Investments of \$1,980,000						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,303.18	\$65,905.40	\$5,303.18	\$65,905.40	\$0.00
FICA Tax Collected	\$0.00	\$5,106.10	\$61,286.96	\$5,106.10	\$61,286.96	\$0.00
State Tax Collected	\$2,018.98	\$2,354.53	\$27,490.64	\$2,281.19	\$27,752.85	\$2,281.19
County Tax Collected	\$540.26	\$620.76	\$7,224.59	\$599.16	\$7,283.49	\$599.16
Deferred Comp.	\$0.00	\$4,741.10	\$55,547.00	\$4,741.10	\$55,547.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,951.24	\$47,632.66	\$3,951.24	\$47,632.66	\$0.00
Employee Life Insur.	\$0.00	\$17.80	\$221.60	\$17.80	\$221.60	\$0.00
Employee P.E.R.F.	\$7,340.29	\$0.00	\$31,282.92	\$2,566.63	\$31,620.89	\$7,678.26
Credit Union	\$0.00	\$1,040.00	\$11,760.00	\$1,040.00	\$11,760.00	\$0.00
TOTAL ALL FUNDS.....	\$1,308,215.72	\$1,177,866.81	\$4,002,526.52	\$984,477.26	\$5,607,932.23	\$2,913,621.43

Bank Balances***Jasper County Public Library******Report as of: 12/31/2004******Bank***

1	Peoples State Bank	\$669,394.58
2	Demotte State Bank	\$2,573.50
3	Lafayette Bank & Trust-LIRF	\$0.00
4	Cash on Hand	\$210.00
5	Kentland Bank CD#400038730 (LIRF)	\$0.00
6	Peoples State Bank-Construction Ckg.	\$68,976.62
7	PSB Const.- (4mon) CD #3004295	\$0.00
8	PSB Const.- (5mon) CD#3004287	\$0.00
9	PSB Const.- (6mon) CD#3004279	\$150,000.00
10	PSB Const.- (6mon) CD#3004260	\$300,000.00
11	PSB Const.- (6mon) CD#3004252	\$300,000.00
12	PSB Const.- (6mon) CD#3004244	\$300,000.00
13	PSB Const.- (6mon) CD#3004236	\$300,000.00
14	PSB Const.- (9mon) CD#3004228	\$300,000.00
15	Peoples State Bank-ESCROW Acct	\$321,754.61
16	Peoples State Bank- LIRF Acct	\$87,479.64
17	Peoples State Bank-LIRF CD#3004376	\$113,232.48

Total all banks =***\$2,913,621.43***

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

INVESTMENTS - 2004

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
1/20/2005	3004279	Peoples St Bk	183 days	\$150,000.00	1.96	CONST.	7/20/2004		
1/20/2005	3004260	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004		
1/20/2005	3004252	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004		
1/20/2005	3004236	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004		
1/20/2005	3004244	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004		
4/20/2005	3004228	Peoples St Bk	274 days	\$300,000.00	2.16	CONST.	7/20/2004		
2/10/2005	3004376	Peoples St Bk	181 days	\$113,232.48	1.97	LIRF	8/10/2004		

CLOSED INVESTMENTS:

8/9/2004	400038730	Kentland Bk	182 days	\$ 205,380.86	1.8	LIRF	2/9/2004	\$	1,851.62
11/20/2004	3004295	Peoples St Bk	122 days	\$330,000.00	1.76	CONST.	7/20/2004	\$	1,957.22
12/20/2004	3004287	Peoples St Bk	153 days	\$330,000.00	1.86	CONST.	7/20/2004	\$	2,572.92
								\$	6,381.76

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 12/1/2004 To 12/31/2004

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$52,349.00	\$0.00	\$52,349.00	\$4,362.80	\$52,269.54	\$79.46	99.8
1.12 SALARY OF ASSISTANTS	\$743,988.00	\$0.00	\$743,988.00	\$59,224.17	\$737,709.99	\$6,278.01	99.2
1.13 WAGES OF JANITORS	\$48,924.00	\$0.00	\$48,924.00	\$3,469.64	\$40,781.31	\$8,142.69	83.4
1.21 EMPLOYER'S SHARE-FICA	\$61,140.00	\$1,376.40	\$62,516.40	\$5,106.10	\$61,286.96	\$1,229.44	98.0
1.22 UNEMPLOYMENT COMPENSATION	\$5,173.00	\$105.00	\$5,278.00	\$0.00	\$4,405.47	\$872.53	83.5
1.23 EMPLOYER'S CONTRIB.- PERF	\$46,448.00	\$0.00	\$46,448.00	\$0.00	\$43,200.29	\$3,247.71	93.0
1.24 EMPLOYER'S CONTRIB.- INS.	\$61,608.00	\$0.00	\$61,608.00	\$4,355.43	\$51,977.55	\$9,630.45	84.4
1.31 OTHER PERSONAL SERVICES	\$100.00	\$15,960.00	\$16,060.00	\$3,640.00	\$15,960.00	\$100.00	99.4
Subtotal	\$1,019,730.00	\$17,441.40	\$1,037,171.40	\$80,158.14	\$1,007,591.11	\$29,580.29	97.1
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$450.00	\$38.57	\$488.57	\$152.85	\$488.57	\$0.00	100.0
2.12 STATIONERY AND PRINTING	\$450.00	(\$38.57)	\$411.43	\$0.00	\$409.66	\$1.77	99.6
2.13 OTHER OFFICE SUPPLIES	\$9,200.00	\$16.00	\$9,216.00	\$1,502.02	\$8,544.19	\$671.81	92.7
2.21 CLEANING & SANITATION SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$455.58	\$3,157.46	\$842.54	78.9
2.23 OTHER OPERATING SUPPLIES	\$3,700.00	\$0.00	\$3,700.00	\$228.58	\$3,147.21	\$552.79	85.1
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$63.88	\$1,047.41	\$152.59	87.3
2.32 PAINT AND PAINTING SUPPLIES	\$0.00	\$27.97	\$27.97	\$0.00	\$27.97	\$0.00	100.0
2.33 REPAIR PARTS	\$400.00	(\$27.97)	\$372.03	\$14.62	\$314.11	\$57.92	84.4
2.41 LIBRARY SUPPLIES	\$12,550.00	\$699.06	\$13,249.06	\$2,971.42	\$12,761.06	\$488.00	96.3
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$173.40	\$26.60	86.7
Subtotal	\$32,150.00	\$715.06	\$32,865.06	\$5,388.95	\$30,071.04	\$2,794.02	91.5
<i>3. Other Services and Charge</i>							
3.11 CONSULTING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.13 LEGAL SERVICES	\$0.00	\$375.00	\$375.00	\$375.00	\$375.00	\$0.00	100.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,150.00	\$126,669.00	\$132,819.00	\$2,513.00	\$132,671.58	\$147.42	99.9
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$308.93	\$6,348.45	\$651.55	90.7
3.22 POSTAGE	\$5,500.00	\$0.00	\$5,500.00	\$1,029.30	\$4,995.41	\$504.59	90.8
3.23 MILEAGE	\$8,000.00	\$820.41	\$8,820.41	\$1,205.27	\$8,820.41	\$0.00	100.0
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$208.50	\$7,160.29	\$839.71	89.5
3.25 FREIGHT	\$2,500.00	\$0.00	\$2,500.00	\$218.50	\$1,859.52	\$640.48	74.4
3.26 NETWORKING	\$15,000.00	(\$1,340.46)	\$13,659.54	\$771.00	\$5,729.07	\$7,930.47	41.9
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$724.78	\$2,524.78	\$59.16	\$2,228.79	\$295.99	88.3
3.32 OTHER PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$95.55	\$645.55	\$0.00	\$645.55	\$0.00	100.0
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$42,000.00	\$1.00	\$42,001.00	\$0.00	\$35,423.00	\$6,578.00	84.3
3.51 GAS	\$38,000.00	\$0.00	\$38,000.00	\$3,416.02	\$24,178.50	\$13,821.50	63.6
3.52 ELECTRICITY	\$45,000.00	\$0.00	\$45,000.00	\$4,254.75	\$42,558.62	\$2,441.38	94.6
3.53 WATER	\$1,000.00	\$20.18	\$1,020.18	\$99.50	\$1,020.18	\$0.00	100.0
3.54 WASTE DISPOSAL SERVICES	\$2,550.00	\$12.10	\$2,562.10	\$191.55	\$2,562.10	\$0.00	100.0
3.61 BUILDING & STRUCTURES	\$53,516.00	\$38,343.50	\$91,859.50	\$37,669.41	\$87,696.43	\$4,163.07	95.5
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$237.73	\$1,237.73	\$0.00	\$1,237.73	\$0.00	100.0
3.72 EQUIPMENT RENTALS	\$275.00	\$0.00	\$275.00	\$9.95	\$220.89	\$54.11	80.3
3.81 PAYMENT OF BONDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.82 INTEREST-BONDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.91 DUES	\$1,735.00	\$0.00	\$1,735.00	\$0.00	\$1,693.49	\$41.51	97.6
3.92 INTEREST ON TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.93 TAXES & ASSESSMENTS	\$250.00	\$4.49	\$254.49	\$0.00	\$254.49	\$0.00	100.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00	100.0
3.95 BOOK REIMBURSEMENT	\$150.00	\$0.00	\$150.00	\$0.00	\$101.91	\$48.09	67.9
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$52,505.00	\$0.00	\$52,505.00	\$5,182.60	\$52,196.16	\$308.84	99.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Subtotal	\$323,101.00	\$165,963.28	\$489,064.28	\$87,512.44	\$450,177.57	\$38,886.71	92.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$11,130.00	\$2,897.28	\$14,027.28	\$2,183.40	\$10,564.63	\$3,462.65	75.3
4.51 BOOKS	\$134,000.00	\$4,547.13	\$138,547.13	\$8,742.84	\$133,667.94	\$4,879.19	96.5
4.52 PERIODICALS & NEWSPAPERS	\$23,000.00	\$55.95	\$23,055.95	\$876.96	\$18,319.71	\$4,736.24	79.5
4.53 NONPRINTED MATERIALS	\$65,000.00	\$1,863.16	\$66,863.16	\$10,329.38	\$62,366.55	\$4,496.61	93.3
Subtotal	\$233,130.00	\$9,363.52	\$242,493.52	\$22,132.58	\$224,918.83	\$17,574.69	92.8
Grand Total	\$1,608,111.00	\$193,483.26	\$1,801,594.26	\$195,192.11	\$1,712,758.55	\$88,835.71	95.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 120.03 RENS & DEM BOND & INTEREST

Jasper County Public Library

Report Date: From 12/1/2004 To 12/31/2004

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charge							
3.14 OTHER PROFESSIONAL SERVICES	\$550.00	\$0.00	\$550.00	\$0.00	\$500.50	\$49.50	91.0
3.81 PAYMENT OF BONDS	\$360,000.00	\$0.00	\$360,000.00	\$360,000.00	\$360,000.00	\$0.00	100.0
3.82 INTEREST-BONDS	\$79,280.00	\$0.00	\$79,280.00	\$39,640.00	\$79,280.00	\$0.00	100.0
Subtotal	\$439,830.00		\$439,830.00	\$399,640.00	\$439,780.50	\$49.50	100.0
Grand Total	\$439,830.00	\$0.00	\$439,830.00	\$399,640.00	\$439,780.50	\$49.50	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 12/1/2004 To 12/31/2004

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charge							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$8,705.00	\$8,705.00	\$1,905.00	\$1,905.00	\$6,800.00	21.9
3.61 BUILDING & STRUCTURES	\$94,000.00	(\$8,705.00)	\$85,295.00	\$34,965.00	\$34,965.00	\$50,330.00	41.0
Subtotal	\$94,000.00	\$0.00	\$94,000.00	\$36,870.00	\$36,870.00	\$57,130.00	39.2
4. Capital Outlays							
4.2 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Subtotal	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	0.0
Grand Total	\$94,000.00	\$0.00	\$94,000.00	\$36,870.00	\$36,870.00	\$57,130.00	39.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 160 CAPITAL PROJECTS FUND

Jasper County Public Library

Report Date: From 12/1/2004 To 12/31/2004

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charge</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$1,500.00	\$435.00	\$1,935.00	\$1,935.00	\$1,935.00	\$0.00	100.0
3.26 NETWORKING	\$1,380.00	(\$435.00)	\$945.00	\$290.00	\$945.00	\$0.00	100.0
Subtotal	\$2,880.00	\$0.00	\$2,880.00	\$2,225.00	\$2,880.00	\$0.00	100.0
<i>4. Capital Outlays</i>							
4.2 BUILDINGS	\$693,291.00	(\$14,612.00)	\$678,679.00	\$50,659.00	\$678,679.00	\$0.00	100.0
4.4 FURNITURE & EQUIPMENT	\$23,120.00	(\$2,006.13)	\$21,113.87	\$750.85	\$21,113.87	\$0.00	100.0
4.53 NONPRINTED MATERIALS	\$4,000.00	\$2,006.13	\$6,006.13	\$2,006.13	\$6,006.13	\$0.00	100.0
Subtotal	\$720,411.00	(\$14,612.00)	\$705,799.00	\$53,415.98	\$705,799.00	\$0.00	100.0
Grand Total	\$723,291.00	(\$14,612.00)	\$708,679.00	\$55,640.98	\$708,679.00	\$0.00	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
12/27/2004	100 OPERATING FUND	1.21 EMPLOYER'S SHARE-FICA	\$1,376.40	2004 FICA/Medicare Pd Constr. Proj - C.Spurgeon
12/27/2004	100 OPERATING FUND	1.22 UNEMPLOYMENT COMPENSATION	\$105.00	2004 Unemployment Tax Pd for Const. Proj. -C. Spurgeon
12/27/2004	100 OPERATING FUND	1.31 OTHER PERSONAL SERVICES	\$15,960.00	2004 Constr. Wages Pd-C. Spurgeon
12/28/2004	100 OPERATING FUND	2.11 OFFICIAL RECORDS	\$38.57	Board Approved Transfer 12/27/04 Mtg
12/28/2004	100 OPERATING FUND	2.12 STATIONERY AND PRINTING	(\$38.57)	Board Approved Transfer 12/27/04 Mtg
5/5/2004	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$16.00	Quill Jumbo Paper clips-Archabbey Library & Crawford Co. PL AP #297
12/28/2004	100 OPERATING FUND	2.32 PAINT AND PAINTING SUPPLIES	\$27.97	Board Approved Transfer 12/27/04 Mtg
12/28/2004	100 OPERATING FUND	2.33 REPAIR PARTS	(\$27.97)	Board Approved Transfer 12/27/04 Mtg
1/2/2004	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	\$299.74	Encumbered from 2003 per Bd. Approval 12/29/03
8/5/2004	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	\$399.32	Overpymt: Highsmith A/P#174
12/28/2004	100 OPERATING FUND	3.13 LEGAL SERVICES	\$375.00	Board Approved Transfer 12/27/04 Mtg
12/13/2004	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$1,905.00	Reimbursed from LIRF. A/R#
12/27/2004	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$124,764.00	2004 Troyer, Alt & Wirtz Eng., Fire/Bldg Serv. Pd for Wh. Const. Proj.
12/28/2004	100 OPERATING FUND	3.23 MILEAGE	\$820.41	Board Approved Transfer 12/27/04 Mtg
1/2/2004	100 OPERATING FUND	3.26 NETWORKING	\$225.00	Encumbered from 2003 per Bd. Approval 12/29/03
12/28/2004	100 OPERATING FUND	3.26 NETWORKING	(\$1,565.46)	Board Approved Transfer 12/27/04 Mtg
12/27/2004	100 OPERATING FUND	3.31 ADVERTISING & PUBLIC NOTICES	\$724.78	2004 Wh. Constr Legal Ads Pd.
12/28/2004	100 OPERATING FUND	3.33 MARKETING ADVERTISING	\$95.55	Board Approved Transfer 12/27/04 Mtg
5/3/2004	100 OPERATING FUND	3.42 OTHER INSURANCE	\$1.00	Refund/Overpayment State Auto A/P #309
12/28/2004	100 OPERATING FUND	3.53 WATER	\$20.18	Board Approved Transfer 12/27/04 Mtg
12/28/2004	100 OPERATING FUND	3.54 WASTE DISPOSAL SERVICES	\$12.10	Board Approved Transfer 12/27/04 Mtg
9/13/2004	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$3,378.50	Ins. Claim-Prec. Control A/P#787
12/13/2004	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$34,965.00	Reimbursed from LIRF. A/R #
12/28/2004	100 OPERATING FUND	3.62 EQUIPMENT REPAIRS	\$237.73	Board Approved Transfer 12/27/04 Mtg
12/28/2004	100 OPERATING FUND	3.93 TAXES & ASSESSMENTS	\$4.49	Board Approved Transfer 12/27/04 Mtg
1/2/2004	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$1,936.11	Encumbered from 2003 per Bd. Approval 12/29/03
11/29/2004	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$9.27	Capital One (Momentum Textiles), A/P#918

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
12/27/2004	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$951.90	2004 Const Fabric Pd. Capital One
1/2/2004	100 OPERATING FUND	4.51 BOOKS	\$4,395.18	Encumbered from 2003 per Bd. Approval 12/29/03
10/4/2004	100 OPERATING FUND	4.51 BOOKS	\$151.95	Santilla Grant A/P#676
10/4/2004	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$55.95	EVA Grant A/P#643
1/2/2004	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$1,568.00	Encumbered from 2003 per Bd. Approval 12/29/03
1/13/2004	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$30.00	Rebate on LaserJet Printer-Chesters AP #9
10/4/2004	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$265.16	Lexicon & B&T, Grant AV, A/P#494
12/28/2004	130 LIRF FUND	3.14 OTHER PROFESSIONAL SERVICES	\$8,705.00	Board Approved Transfer 12/27/04 Mtg
12/28/2004	130 LIRF FUND	3.61 BUILDING & STRUCTURES	(\$8,705.00)	Board Approved Transfer 12/27/04 Mtg
12/28/2004	160 CAPITAL PROJECTS FUND	3.14 OTHER PROFESSIONAL SERVICES	\$435.00	Board Approved Transfer 12/27/04 Mtg
12/28/2004	160 CAPITAL PROJECTS FUND	3.26 NETWORKING	(\$435.00)	Board Approved Transfer 12/27/04 Mtg
5/3/2004	160 CAPITAL PROJECTS FUND	4.2 BUILDINGS	(\$14,612.00)	DLGF Reduction of Rate
12/28/2004	160 CAPITAL PROJECTS FUND	4.4 FURNITURE & EQUIPMENT	(\$2,006.13)	Board Approved Transfer 12/27/04 Mtg
12/28/2004	160 CAPITAL PROJECTS FUND	4.53 NONPRINTED MATERIALS	\$2,006.13	Board Approved Transfer 12/27/04 Mtg

Voucher List

F4a

Jasper County Public Library

Report Date: From 12/1/2004 To 12/31/2004

Varrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	999	PAYROLL	12/10/2004	PAYROLL	\$35,251.85
23509	1000	ANTHEM BLUE CROSS AND B	12/10/2004	December Health Ins.Premiums	\$7,985.01
23510	1001	ING	12/10/2004	Deferred Comp W/held from 10 DEC 04 Payroll	\$2,370.55
23511	1002	LA-PORTER FEDERAL CREDIT	12/10/2004	Credit Union Deduction w/held from 10 DEC 04 Payroll-Stringfellow, Davis, Jung	\$520.00
23512	1003	TOWN OF DEMOTTE	12/10/2004	Sewer bill - Oct 04, DeMotte Library	\$64.60
23513	1004	TOWN OF WHEATFIELD SEW	12/10/2004	Sewer bill-Dec 2004, Wh. Library	\$41.05
23514	1005	VISION SERVICE PLAN- (IN)	12/10/2004	Vision Premium-Dec '04	\$136.48
0	1006	INDIANA DEPARTMENT OF RE	12/20/2004	EFT-State and Local Tax w/held from NOV 2004 Payroll	\$2,975.29
0	1007	INTERNAL REVENUE SERVIC	12/13/2004	EFTPS - Federal & FICA Tax withheld 10 DEC 04 Payroll	\$7,744.63
23515	1008	ALA/BOOKLIST	12/13/2004	Booklist 2 yr. Subsc.-Rens.	\$150.00
23516	1009	ALCO DISCOUNT STORE #290	12/13/2004	Ch. Craft Supplies, wastebasket, storage bags, printed cups	\$26.63
23517	1010	AUSTIN BOOK SALES	12/13/2004	Books...Opportunities in....	\$155.82
23518	1011	BAKER & DANIELS	12/13/2004	Consultation-Benefits Policy	\$558.00
23519	1012	BAKER & TAYLOR	12/13/2004	Books, Gift Books, Continuations, AV, Spanish Grant	\$7,035.15
23520	1013	BAKER & TAYLOR ENTERTAIN	12/13/2004	Videos	\$337.74
23521	1014	BEST BUY CO., INC.	12/13/2004	DVDs. CD-ROMs, CDs	\$555.74
23522	1015	BROWN'S GARDEN & FLORAL	12/13/2004	August Mowing-Rens. Lib.	\$625.00
23523	1016	CAPITAL ONE, F.S.B.	12/13/2004	Boy Scout Books, Book/Tape Combo, Hotel Accom-Leadership Conf., Videos	\$736.36
23524	1017	CDW GOVERNMENT, INC	12/13/2004	Acer LCD Monitor - 17"	\$294.57
23525	1018	CHARLOTTE FAGEN	12/13/2004	Mileage-Ch. Roundtable Mtg, Crafts-Dem. Ch.	\$64.56
23526	1019	CULLIGAN	12/13/2004	Water Cooler Rental & Water-Wh. Lib.	\$45.60
23527	1020	CYNTHIA RANSFORD	12/13/2004	Mileage & Expenses-Lib. Visits, Xmas Clerking @ Wh.	\$16.00
23528	1021	DEMCO	12/13/2004	Sign Holders, Slatwall Tower-Rens.	\$928.19
23529	1022	DIANA KOOY	12/13/2004	Br. Mgr's Counterparts Expense	\$8.45
23530	1023	DNR	12/13/2004	Underground RR Books	\$40.00
23531	1024	DUMAS, WEIST & MAHNESMIT	12/13/2004	Carpet Project Contract Legal services	\$375.00
23532	1025	ELLISON EDUCATIONAL EQUI	12/13/2004	Die Cuts-Snowman, Octopus	\$140.00
23533	1026	FACTS ON FILE NEWS SERVI	12/13/2004	Facts.com World News Digest Subsc. Thru 3/06	\$1,195.00
23534	1027	FASE'S WATER TREATMENT	12/13/2004	Redout-8 bags @ DeM. Lib.	\$82.00
23535	1028	FENTEK INDUSTRIES, INC.	12/13/2004	Big Key Keyboard (QWERTY)	\$138.95
23536	1029	GA FOODS GROUP	12/13/2004	Lib. Program Supplies-Rens.	\$10.11
23537	1030	GAIL JUNG	12/13/2004	DeMotte Petty Cash: Postage, Mounting Tape	\$14.39
23538	1031	GAIL JUNG	12/13/2004	Rensselaer Petty Cash: Postage, Cards, Batteries, Repair parts	\$33.26
23539	1032	GAIL JUNG	12/13/2004	Petty Cash @ Wheatfield Lib: Mileage(Bank Dep), Postage, Storytime Expense	\$24.58
23540	1033	GAIL JUNG	12/13/2004	Mileage-AVC Mtg, Bookkeeping Wkshp	\$121.88
23541	1034	GAYLORD BROS.	12/13/2004	Laminator & Cartridges-Wh. Lib.; Swinger Sidewalk Sign-Rens.	\$440.19
23542	1035	GALE GROUP	12/13/2004	Something/Author,Consumer Sourcebk, AM Law YB, Info Plus Series Books	\$1,671.93
23543	1036	GLENDA BROWN	12/13/2004	Lib Visits Field Trip Expense, Shelf Liner	\$12.30
23544	1037	HERITAGE OFFICE PRODUCT	12/13/2004	Business Card Sheets, Rens. Mita Copier Mtnce Contract (11/15/04-05)	\$593.79
23545	1038	HIGHSMITH CO. INC.	12/13/2004	Bookmarks	\$29.70
23546	1039	HP PRODUCTS CORP.	12/13/2004	Deodorizers, Vacuum Motor Pulley	\$47.10
23547	1040	INCOLSA	12/13/2004	Naxos Music Library Subsc.1/1/05-12/31/05	\$985.00
23548	1041	INDIANAPOLIS STAR	12/13/2004	1 yr. Subsc to Newspaper-Rens.	\$231.40
23549	1042	INGRAM	12/13/2004	Paperbacks	\$106.16

^b Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
23550	1043	INSPIRATIONAL DISTRIBUTO	12/13/2004	Christian Books	\$56.97
1033	1044	JASPER COUNTY PUBLIC LIB	12/13/2004	Bank Transfer	\$13,000.00
23551	1045	JENNIFER L. EVERS	12/13/2004	TLC Users Gr. Mtg. - Mileage	\$44.25
23552	1046	JILL TACHTIRIS	12/13/2004	Mileage - Tech. Services Dept. Assistance	\$49.50
23553	1047	JOHN MACZAK	12/13/2004	Mileage - Furniture & Tree transporting	\$22.50
23554	1048	KENT ADHESIVE PRODUCTS	12/13/2004	Scissors-Easy Glide	\$17.94
23555	1049	KATHRYN WEED	12/13/2004	Literacy Committee Mtg. Mileage	\$16.50
23556	1050	KIM DELGER	12/13/2004	Lib. Visit Field Trip Expense/Mileage	\$117.03
23557	1051	KRISTINE L.MAYS	12/13/2004	Mileage - Wh. Short-staffed	\$16.50
23558	1052	LECTORUM PUBLICATIONS, I	12/13/2004	Encyclopedia - Spanish Grant	\$130.30
23559	1053	LIBRARY VIDEO COMPANY	12/13/2004	Videos, CD-ROMS, DVDs	\$1,764.97
23560	1054	LISA DAVIS	12/13/2004	Mileage-Ask Committee, Xmas Clerking-Wh. Lib.	\$24.75
23561	1055	LYNN DAUGHERTY	12/13/2004	Book, Bookkeeping Wkshp Expense, Nov.'04 Mileage	\$94.00
23562	1056	MARIO & SOCORRO ARAMBU	12/13/2004	Translate User's Guide into Spanish- Sp. Grant	\$50.00
23563	1057	MARLENE BEEDLE	12/13/2004	Lib. Visit Expense	\$9.40
23564	1058	OCLC	12/13/2004	Books, CD-ROM-Spanish Gr.	\$248.92
23565	1059	ORIENTAL TRADING CO., INC	12/13/2004	CH. Craft-DeM. Lib.	\$128.60
23566	1060	OFFICE DEPOT	12/13/2004	Letter size File Cabinet, 2-drawer (DeM. Lib)	\$59.99
23567	1061	PATTY STRINGFELLOW	12/13/2004	Mileage & Expenses	\$141.62
23568	1062	PLEASANT COMPANY PUBLIC	12/13/2004	Audiobook	\$4.95
23569	1063	POSTMASTER GENERAL	12/13/2004	Postage Stamps: 100-1c, 100-5c, 100-10c, 100-60c, 100-83c, 100-\$1, 2000-37c	\$999.00
23570	1064	QUILL CORPORATION	12/13/2004	InkJet Cartridges, Index Cards, Glue Sticks, Tape, Art Roll, Air, Pens	\$700.16
23571	1065	RACHAEL CAVINDER	12/13/2004	Mileage-Distributing lib. Posters	\$4.88
23572	1066	REBECCA GIBSON	12/13/2004	Friends 'Thank You' Luncheon, Banners, Bookmarks,Mileage, Mag. Holder, candles, display materials-DeM. Lib.	\$163.70
23573	1067	RECORDED BOOKS, LLC	12/13/2004	Audiobooks	\$135.60
23574	1068	RELIABLE EXTERMINATORS, I	12/13/2004	Pest Control-Interior/Exterior Application- Rens.	\$150.00
23575	1069	RELIANCE LABEL SOLUTIONS	12/13/2004	Patron Cards-wallet & keycards	\$1,703.80
23576	1070	RENSSELAER LUMBER CO.	12/13/2004	Ceiling Tiles-DeM. Lib.	\$63.88
23577	1071	RENSSELAER REPUBLICAN	12/13/2004	KV Post Carpet Bid Notice for DeM. Lib. (11/4 & 11/11/04)	\$59.16
23578	1072	SECURITY COURIERS CORP.	12/13/2004	Courier Service b/w Branches, 10/29-11/26/04	\$1,387.11
23579	1073	SHEILA MAXWELL	12/13/2004	Misc.Mileage & Automation Counterparts & Trip Expenses	\$377.60
23580	1074	SIMPLEXGRINNELL LP	12/13/2004	Alarm Battery & Inspection	\$205.00
23581	1075	SPRINT	12/13/2004	Rens. Payphone, Dataline-Dec. 04	\$822.63
23582	1076	SPRINT YELLOW PAGES	12/13/2004	Directory Charges-Dec. '04	\$76.75
23583	1077	TAPED EDITIONS	12/13/2004	Audiobooks	\$49.67
23584	1078	THE TIMES	12/13/2004	DeM. Newspaper Subsc.- 12/26/04-12/25/05	\$221.00
23585	1079	TOM KROOSWYK PLMBG, HT	12/13/2004	Furnace Repairs, Motor blower-Wh. Lib.	\$210.41
23595	1080	TROYER GROUP, INC.	12/13/2004	Prof. Services ,Spec Preparation-DeM. Carpet Proj.	\$1,905.00
23586	1081	TRU-GREEN CHEMLAWN	12/13/2004	Ice Melt	\$149.00
23587	1082	UNIQUE MANAGEMENT SERV	12/13/2004	Initial & Secondary Placements - Oct'04	\$394.69
23588	1083	VIKING OFFICE PRODUCTS	12/13/2004	Copy Paper, 11x17	\$93.17
23589	1084	WAL-MART COMMUNITY BRC	12/13/2004	Ch. Crafts, VHS, DVDs, CDs, Air Freshners, Cleaning Supply, Videos, CD-ROMS, Ch. Prizes, Book Cleaner	\$1,144.38
23590	1085	WEST GROUP	12/13/2004	Family Law volumes	\$166.00
23591	1086	WESTON WOODS	12/13/2004	Audiobook	\$29.95
23592	1087	BRACKEMYRE PUBLISHING	12/13/2004	2005 IN Media Directory	\$89.00
23593	1088	NIPSCO	12/13/2004	Wh. Lib. Utilities-11/2-12/3/04	\$1,044.68
23594	1089	GOUGH, INC.	12/13/2004	Partial Pymt, Work Completed-Nov '04: Parking lot paving, Irrigation, Curbs, Trusses, drainage, Roofing, Windows, Ductwork, electrical wiring, sand fill, etc.	\$50,659.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
150030	1090	GOUGH, INC.	12/13/2004	Balance Due, Nov'04 Work Completed: Parking Lot, Curbs, Drives, sand fill, Irrigation, drainage, trusses/framing, roofing, doors, windows, Bk/Video Drop, ductwork, etc.	\$307,811.00
150031	1091	JASPER COUNTY PUBLIC LIB	12/13/2004	Dec Retainage ESCROW	\$131,420.00
150032	1092	TROYER GROUP, INC.	12/13/2004	Const. Adm & Furnishings Bid Contract & Reimbursables	\$3,722.00
23596	1093	CROWN POINT QUALITY FLO	12/13/2004	Carpeting Deposit-DeMotte Library	\$34,965.00
0	1094	JASPER COUNTY PUBLIC LIB	12/13/2004	ELECTRONIC BANK TRANSFER - Reimburse Operating Fund (Troyer & Quality Floors for DeM. Carpeting Project)	\$36,870.00
23597	1095	AFLAC	12/23/2004	December Supplemental Ins. Premium-4 participants	\$106.80
0	1096	PAYROLL	12/23/2004	PAYROLL	\$35,444.76
23598	1097	ANTHEM LIFE	12/23/2004	Life Ins. Premium-Jan'05-25 employees	\$96.18
23599	1098	CITY OF RENSSELAER	12/23/2004	Utilities-11/9-12/9/04-Rens. Lib.	\$2,803.27
23600	1099	ING	12/23/2004	Deferred Comp Plan w/held from 23DEC04 Payroll	\$2,370.55
0	1100	INTERNAL REVENUE SERVIC	12/24/2004	EFTPS - Federal & FICA Tax w/held 23 DEC04 Payroll	\$7,770.75
23604	1101	JOURNAL AND COURIER	12/23/2004	Newspaper Subsc.-DeM. Lib (1/14-05-1/12/06)-6day service	\$210.60
23607	1102	JPMORGAN CHASE BANK	12/23/2004	Bond Payment of 1991	\$399,640.00
23606	1103	LA-PORTER FEDERAL CREDIT	12/23/2004	W/Held from 23 DEC 04 Payroll-Davis, Stringfellow, Jung	\$520.00
23601	1104	NIPSCO	12/23/2004	Utilities-DeM. Lib. 10/19/04-12/8/04	\$3,972.57
23602	1105	SPRINT	12/23/2004	Local Telephone-Wh. Lib. Dec'04	\$139.20
23603	1106	SPRINT	12/23/2004	Long Distance (11/8-12/7/04) Calls	\$41.35
0	1107	JASPER COUNTY PUBLIC LIB	12/23/2004	Construction Acct. CD#30042897 Matured	\$330,000.00
23608	1108	A.E. BOYCE CO., INC.	12/27/2004	2004 W2's. 1099 Tax Forms & Receipt Bks	\$152.85
23609	1109	ALLEN COUNTY PUBLIC LIBR	12/27/2004	Lost ILL Book-Jerry Baker's Great Green Bk of Garden Secrets	\$27.99
23610	1110	ALCO DISCOUNT STORE #290	12/27/2004	Pencil Sharpener-Wh. Lib	\$16.19
23611	1111	BAKER & TAYLOR ENTERTAIN	12/27/2004	Videos	\$37.18
23612	1112	BRIAN ORBAN	12/27/2004	Lawn Care @ Wh. Lib., 9/4-11/15/04 (Mowing, Pruning, Fall Cleanup, Insecticide Spraying)	\$505.00
23613	1113	BROWN'S GARDEN & FLORAL	12/27/2004	Annual Yard Maintenance-Rens. Lib.(Spring Clean-up, Poison Ivy Removal, Evergreen landscaping, Stump Removal)	\$600.00
23614	1114	CDW GOVERNMENT, INC	12/27/2004	HP 1320 Printer, Cabling, Digital Camera Memory Stick, etc., LabTec Mouses	\$811.53
23615	1115	CHESTER TECHNOLOGIES	12/27/2004	Computer Tech Support (32.25 hrs)	\$1,935.00
23616	1116	CHILDCRAFT EDUCATIONAL	12/27/2004	Big Books for Lib. Programming	\$61.99
23617	1117	CLAWSON COMMUNICATION	12/27/2004	Cabling -Rens. Workroom & Digital Copier	\$290.00
23618	1118	DEMCO	12/27/2004	Bk Truck, Classif. Labels, Sign & Lit. Holders, Category Cards, Foam Letters, Label Holders, Shelf Markers, etc.	\$1,082.77
23619	1119	DIANA KOOY	12/27/2004	Mileage-Bank Deposits, Counterparts Mtg	\$45.37
23620	1120	DIANE OPOLSKI	12/27/2004	Mileage-Bank Deposits-Nov & Dec.	\$15.00
23621	1121	EVA SUBSCRIPTION SERVICE	12/27/2004	Mag. Subsc. Cooking for 2; Chess Life	\$63.96
23622	1122	GA FOODS GROUP	12/27/2004	Rens. Programming Supplies-Adults	\$8.84
23623	1123	GAYLORD BROS.	12/27/2004	Lib. Logo Signs - Rens. Lib.	\$135.12
23624	1124	HERITAGE OFFICE PRODUCT	12/27/2004	Laminating Pouches - DeM.	\$26.99
23625	1125	INCOLSA	12/27/2004	Legal Resources on the I-Net Workshop-Tachtiris 12/16/04	\$30.00
23626	1126	INTEGRITY SOFTWARE, INC.	12/27/2004	SofTrack for Netware (85 Licenses)	\$1,989.85
23627	1127	MEDCO SUPPLY LOCKBOX	12/27/2004	Masune Clean-up Powder & Scrapers	\$39.90
23628	1128	MARY HERZ	12/27/2004	Mileage- School Visits, Basic Literacy Mtg., Tutor Handouts Delivery	\$21.00
23629	1129	PATTY STRINGFELLOW	12/27/2004	Mileage-Learning Network Mtg, Lib. Visit & Expense	\$68.00
23630	1130	PROQUEST INFORMATION &	12/27/2004	Chicago Tribune Online Access, 11/04-12/05	\$1,200.00
23631	1131	RACHAEL CAVINDER	12/27/2004	Mileage-Work Rens. Circ Desk	\$16.50
23632	1132	RECORDED BOOKS, LLC	12/27/2004	Gift Fund AudioBooks, Audiobooks	\$2,068.40
23633	1133	RUSSELL R. SESSIONS	12/27/2004	Snow Removal-DeM & Wh.	\$310.00
23634	1134	SCHNAIBLE SERVICE & SUPP	12/27/2004	Jumbo TP, Roll Towels, Hand Towels	\$285.25

Number	Number	Name of Claimant	Date	Explanation	Total
23635	1135	SHEILA MAXWELL	12/27/2004	CDR-W and Cases	\$18.76
23636	1136	SIMPLEXGRINNELL LP	12/27/2004	2005 Annual Mtnce Contract, D&W; 6-Mon Mtnce Contract-Wh. Lib.	\$2,820.00
23637	1137	TRU-GREEN CHEMLAWN	12/27/2004	6 Bags Ice Melt	\$60.00
23638	1138	WEBBALANCED TECHNOLOGI	12/27/2004	Internet Filtering-4th Qtr 2004	\$360.00
150033	1139	JASPER COUNTY PUBLIC LIBR	12/27/2004	2003 & 2004 Initial Construction Project Reimbursements-Fund Transfer per Attached	\$149,187.74
150034	1140	TROYER GROUP, INC.	12/27/2004	Administration Fee-Constr Furnishings & Building Project	\$3,725.00
23639	1141	JASPER COUNTY PUBLIC LIBR	12/27/2004	Transfer to LIRF per Board Resolution 12/13/04	\$30,000.00
23640	1142	QUILL CORPORATION	12/27/2004	Color Paper, Constr. Paper, 3-Hole Punch, Labeler Tape, Mouse Wrist Pad, InkJet Cartridges, Markers, Tape, Art Paper, Bk Rings, Self-Stick Notes, Copy Paper, Hanging Folders, etc.	\$952.58
23641	1143	WAL-MART COMMUNITY BRC	12/27/2004	Videos, DVDs, Duster, Air Freshners, TB Cleaner, Pliers/Screwdriver, Glass Clnr	\$478.20
14388	1144	GAIL JUNG	12/23/2004	Stop Payment-Lost Check, 12/23/04, Gail Jung	(\$519.26)
23642	1145	GAIL JUNG	12/23/2004	Replacement for lost payroll check #014388, dated 12/23/04	\$519.26
150035	1146	JASPER COUNTY PUBLIC LIBR	12/30/2004	Construction Project Reimbursement for Fabric purchased	\$951.90

Total Amount of Claims \$1,652,226.81

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, December 30, 2004

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$1,652,226.81

Date this 10th day of January, 2005.

Michelle M. Schmitt M. H. King III
Marie Egan John C. Gandy
John J. Davis

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5a

Receipt Breakdown

December 31, 2004

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FEES & FEES:			\$2,263.32	\$33,551.72
DeMotte	\$917.15	\$12,921.61		
Rensselaer	\$979.26	\$14,591.75		
Wheatfield	\$366.91	\$6,038.36		
PHOTOCOPIES:			\$628.15	\$8,390.89
DeMotte	\$277.10	\$3,610.99		
Rensselaer	\$251.70	\$3,711.36		
Wheatfield	\$99.35	\$1,068.54		
CARDS:			\$0.00	\$108.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$108.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$469.01	\$4,199.19
Checking/Repurchase/Savings	\$469.01	\$4,199.19		
TAXES:			\$433,398.66	\$1,494,580.82
Property Tax	\$378,343.57	\$880,795.11		
License Excise Tax	\$49,861.58	\$87,835.41		
Financial Institution Tax	\$756.00	\$1,512.00		
CVET(Commercial Vehicle Excise)	\$4,437.51	\$8,875.02		
Local Option/Certified Shares	\$0.00	\$461,711.00		
Local Option/Property Tax Repl.	\$0.00	\$50,855.00		
State Distribution	\$0.00	\$2,997.28		
REFUNDS:			\$187,009.64	\$192,705.75
Rebates/Refund	\$0.00	\$482.32		
Insurance Claim	\$0.00	\$3,378.50		
Refunds-Bk, AV, Subscriptions	\$0.00	\$306.91		
Reimbursements	\$187,009.64	\$187,526.25		
Computer/Technology Rebates	\$0.00	\$236.21		
Recycling	\$0.00	\$9.00		
Misc. Sale	\$0.00	\$293.50		
Hispanic Grant Reimbursement	\$0.00	\$473.06		
TOTAL OPERATING FUND RECEIPTS.....			\$623,768.78	\$1,733,536.37
PLAC FUND:			\$0.00	\$52.00
GIFT FUNDS:			\$1,049.22	\$9,556.97
DeMotte	\$599.22	\$4,413.94		
Rensselaer	\$400.00	\$3,781.23		
Wheatfield	\$50.00	\$1,361.80		
LIB. IMPROV. RESERVE FUND: Oper.Transfer.....			\$30,105.94	\$32,429.83
BOND & INTEREST REDEMPTION FUND:			\$195,785.27	\$443,581.46
Property Tax	\$170,914.40	\$399,209.96		
License Excise Tax	\$22,524.74	\$39,679.24		
Financial Institution Tax	\$341.50	\$683.00		
CVET(Commercial Vehicle Excise)	\$2,004.63	\$4,009.26		
RAINY DAY FUND:			\$0.00	\$30,763.00
CAGIT Spec.Distribution (was in OP Fund)	\$0.00	\$30,763.00		
Transfer from OPER. (Excess)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$86,323.60	\$202,745.84
Interest Earned	\$0.00	\$5,109.18		
Property Tax	\$75,357.87	\$178,072.99		
License Excise Tax	\$9,931.37	\$17,494.95		
Financial Institution Tax	\$150.50	\$301.00		
CVET(Commercial Vehicle Excise)	\$883.86	\$1,767.72		
HOST/HOSPITALITY FUND:			\$0.00	\$690.22
LEVY EXCESS FUND:			\$18,864.54	\$18,864.54
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$2,973.51	\$2,826,701.15
Int. Earned(Chkg., CD's, Escrow)	\$2,973.51	\$6,701.15		
Bond	\$0.00	\$2,820,000.00		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$958,870.86	\$5,298,921.38

F5b

WITHHOLDING ACCOUNT FUNDS:

			\$25,606.40	\$309,010.85
FIT Tax Collected	\$5,303.18	\$65,905.40		
FICA Collected	\$5,106.10	\$61,286.96		
State Tax Collected	\$2,281.19	\$27,752.85		
County Tax Collected	\$599.16	\$7,283.49		
Deferred Comp Plan	\$4,741.10	\$55,547.00		
#125 Pre-tax Plan	\$3,951.24	\$47,632.66		
Life/Health Insurance	\$17.80	\$221.60		
PERF	\$2,566.63	\$31,620.89		
Credit Union	\$1,040.00	\$11,760.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$984,477.26	\$5,607,932.23

Voucher List**Jasper County Public Library****Report Date: From 1/1/2005 To 1/10/2005**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
150036	1	NIPSCO	1/3/2005	Refundable Deposit to Supply Electric Services at 350 S. Bierma St.	\$14,524.00
23643	2	AMAZON.COM CREDIT	1/10/2005	Epson CX6600 Printer, VHS Rewinder	\$210.74
23644	3	AVC CORPORATION	1/10/2005	2005 Annual Financial Program Support	\$1,188.00
23645	4	BAKER & DANIELS	1/10/2005	FMLA Phone Consultation, 11/4/04	\$124.00
23646	5	BAKER & TAYLOR	1/10/2005	Books, Continuations, Lease Bks, Gift Books, Non-print Bks	\$2,216.00
23647	6	BROWN'S GARDEN & FLORAL	1/10/2005	Mowing @ Rens. Lib, Sep-Oct-Nov '04	\$750.00
23648	7	CAPITAL ONE, F.S.B.	1/10/2005	AVC Mtg. Expenses, Books, Steam Vacuum Cleaner, CIL Hotel Accommodations	\$741.07
23649	8	CHESTER TECHNOLOGIES	1/10/2005	Oki c5300n LaserJet Toner/Cartridges	\$748.00
23650	9	CHIEF, CDS	1/10/2005	LC Subject Headings, 28th ed., Free-Floating Subdivisions, 17th ed. (Cataloging) Bks	\$330.00
23651	10	CONSOLIDATED INCORPORATED	1/10/2005	Treasurer/Asst. Treasurer Bonds-2005	\$200.00
23652	11	CULLIGAN	1/10/2005	Water Cooler Rental-January'05 (Wh. Lib.)	\$9.95
23653	12	D & J LAWNCARE, INC.	1/10/2005	Oct'04 Mowing & Leaf Cleanup-DeM. Lib.	\$125.00
23654	13	DEMCO	1/10/2005	Literature rack, Book Pockets	\$344.24
23655	14	EBSCO SUBSCRIPTION SERVICE	1/10/2005	NoveList on-line, 10/04-10/05 (3 licenses)	\$1,800.00
23656	15	FIRE & BUILDING SERVICES	1/10/2005	State of Indiana Elevator Inspection Annual Fee-DeM. Lib.	\$120.00
23657	16	GATEWAY LEARNING CORPORATION	1/10/2005	Hooked on Phonics	\$549.85
23658	17	HP PRODUCTS CORP.	1/10/2005	Mophead, Vacuum Part	\$48.26
23659	18	IDOC/ERO - PFEPP	1/10/2005	1st Qtr 2005 Payment-PFEPP of 2003	\$2,402.97
23660	19	INCOLSA	1/10/2005	Gale Discovering Collection ON-LINE License (2-user), 1/1/05-12/31/05	\$2,883.60
23661	20	INDIANA LIBRARY FEDERATION	1/10/2005	ILF Institutional & Trustee 2005 Membership Dues	\$1,480.40
23662	21	INGRAM	1/10/2005	Paperback books	\$21.27
23663	22	JASPER COUNTY HOSPITAL	1/10/2005	Total Coliform Water testing- 12/28/04 @ DeM. Lib.	\$15.00
23664	23	LAFAYETTE BANK AND TRUST	1/10/2005	Safe Deposit Box Rental Annual fee	\$32.00
23665	24	LANDMARK AUDIOBOOKS	1/10/2005	Tape Replacement-Harry Potter/Chamber-Secrets	\$5.00
23666	25	LEARNINGEXPRESS, LLC	1/10/2005	Learn-A-Test 3-Site Licenses, 1/15/05-1/14/06	\$1,150.00
23667	26	NORTHWESTERN INDIANA TELEPHONE	1/10/2005	DeM. Telephones, Jan'05 Local Service	\$76.25
23668	27	OneNation Benefit Administrators	1/10/2005	COBRA Full Service Administration-2005	\$225.00
23669	28	OOMS BROS. DISPOSAL SERVICE	1/10/2005	Trash Service-DeM. Lib, 1/1/05-3/31/05.	\$64.84
23670	29	PAC	1/10/2005	3-Books (From the Edge of the Prairie)	\$45.00
23671	30	PRECISION CONTROL SYSTEMS	1/10/2005	Prev.Mtnce Contract -Aug & Nov'04; DeM. Lib-Actuator & Boiler Terminal Repair, Leaking valves, A/C Circuit Board defective,	\$5,343.82
23672	31	QUILL CORPORATION	1/10/2005	Color Copy Paper	\$9.99
23673	32	RENSSELAER REPUBLICAN	1/10/2005	Annual Newspaper Subsc-Rens. Lib (1/11/05) & Wh. (1/10/05)	\$217.00
23674	33	RUSSELL R. SESSIONS	1/10/2005	DeM. Lib Snow Removal (12/20, 12/21, 12/22/04)	\$660.00
23675	34	SECURITY COURIERS CORP.	1/10/2005	Transport Service b/w branches, 12/3-12/24/04	\$1,078.20
23676	35	SPRINT YELLOW PAGES	1/10/2005	Directory Charges-Jan '05	\$76.75
23677	36	SUDANCO AFFORDABLE ALTERNATIVES	1/10/2005	\$1 Day Fine Labels, Fl. Red (2 rolls)	\$24.40
23678	37	T. J. CUSTOM SERVICES	1/10/2005	Wh. Lib. Parking Lot Snow Removal, 12/20, 12/23, 12/27/04.	\$120.00
23679	38	THOMSON GALE	1/10/2005	Newsmakers 05 (Continuations) Book	\$179.97
23680	39	TOWN OF WHEATFIELD SEWER	1/10/2005	Sewer Charge-Wh. Lib. Jan'05	\$41.05
23681	40	TYSEN'S COUNTRY GROCERY	1/10/2005	DeM. Ch. Program Supply	\$5.95
23682	41	WEBBALANCED TECHNOLOGIES	1/10/2005	Qty Internet Filtering Service-Jan-Mar '05	\$360.00
23683	42	WORLD BOOK INC.	1/10/2005	WB 2005 Space Encyclopedia, 22v	\$809.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
150037	43	GOUGH, INC.	1/10/2005	Dec'04 Pymt - Masonry, Stone, Asphalt work, Insulation, Eifs, Doors, Hardware, Walls, Ceiling, Plmbg, Electrical, HVAC	\$376,652.00
150038	44	JASPER COUNTY PUBLIC LIBR	1/10/2005	Construction Retainage ESCROW-Dec'04	\$140,768.00
23684	45	INDIANA STATE LIBRARY	1/10/2005	PLAC Card Sales-4th Qtr. 2004 @ DeM. Library	\$26.00
23685	46	PUBLIC EMPLOYEES' RETIRE	1/10/2005	PERF-4th Qtr 2004 Contributions	\$19,062.55
0	47	PAYROLL	1/10/2005	PAYROLL	\$38,546.82
23686	50	LA-PORTER FEDERAL CREDIT	1/10/2005	Credit Union Deductions 10 JAN 05 Payroll-Jung, Davis, Stringfellow	\$620.00
23687	51	ING	1/10/2005	Indiana Deferred Comp Plan w/held from 10 JAN 05 Payroll	\$2,370.55
23688	52	TOWN OF DEMOTTE	1/10/2005	Sewer Service-DeM. Lib., Nov'04	\$64.60
23689	53	VISION SERVICE PLAN- (IN)	1/10/2005	VSP Insurance-January 2005 premium	\$128.02
23690	54	NIPSCO	1/10/2005	Wh. Library Utilities- 12/3/04-1/4/05; Sec. Light 11/12-12/14/04	\$1,538.02
23691	55	SPRINT	1/10/2005	Payphone @ Rens. Lib., Jan'05	\$51.46
Total Amount of Claims					\$621,184.59

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 10, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$621,184.59

Date this 10th day of January, 2005.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

FEB.

AGENDA

**Jasper County Public Library Board of Trustees Monthly Meeting
Monday, February 14, 2005, 7:00 PM
Rensselaer Library**

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of January meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Policy Review (R 9-R17)
- D. Digitization Grant Proposal (R 20)

General Business

- A. Annual report of Technical Services Librarian
And Systems Administrator
- B. Wheatfield Building Project (R 19)
- C. Sale of Wheatfield Library (R 7)
- D. Library statistics (R 20)
- E. Donation request letter (R 21-R 22)
- F. Director job description
- G. Director search
- H. Rensselaer program (R 21)
- I. ILF Annual Conference (R 23)
- J. NILBA Dinner (R 23)

Information
Discussion
Action
Action
Action
Action
Discussion
Action
Discussion
Discussion

Director's Report (R 19 – R 23)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes of the Board of Finance
Jasper County Public Library Board of Trustees
7:00 PM

January 10, 2005
Rensselaer Library

Present: Anne-Marie Egan, Mark Heinig III, Tim Schultz Jr., Mike Crawford, Joan Floyd, Lynn Daugherty, Gail Jung, Patty Stringfellow.

Absent: Sue Deardorff, Mari Anne Sayler.

Election of Officers: On a motion by J. Floyd, seconded by M. Heinig, the officers of the Library Board of Finance will be the same as for the JCPL Board of Trustees, namely, President: Mike Crawford; Vice-president: Sue Deardorff; Secretary: Mark Heinig III; Treasurer: Anne-Marie Egan; Assistant Treasurer: Timothy Schultz Jr. Motion passed unanimously.

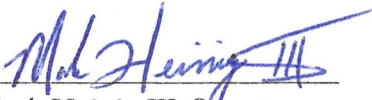
L. Daugherty gave the 2004 Financial Report, noting that it was a financially challenging year considering the advent of the Wheatfield Library Construction, receipting in \$2.8 million bond, expending the majority of CPF funds for the building project, and disbursing money from LIRF for the DeMotte carpet contract. The library also received Levy Excess money that the DLGF will release in a future year to be appropriated. We are beginning 2005 with a cash flow of \$580,559.27 in the Operating Fund to carry us through until CAGIT is received the first of May.

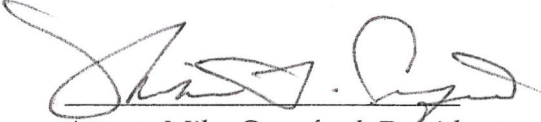
Annual Accounting Practices were amended on a motion by J. Floyd, seconded by M. Heinig, to change the dollar amounts for the health/life insurance to percentages, 80% and 50% respectively. Motion passed. A-M Egan moved to accept the Annual Accounting Practices as amended. T. Schultz seconded the motion. All were in favor.

The Resolution to Pay Bills with Prior Approval was approved as presented on a motion by M. Heinig, seconded by A-M Egan. Motion was unanimous.

The Rensselaer Republican and K-V Post newspapers were selected to handle our legal advertisements on a motion by A-M Egan, seconded by J. Floyd. Motion passed.

The meeting was adjourned at 7:10 PM.


Mark Heinig III, Secretary


Attest: Mike Crawford, President

Minutes
Jasper County Public Library Board of Trustees
7:10 PM

January 10, 2005
Rensselaer Library

Present: Anne-Marie Egan, Mark Heinig III, Tim Schultz Jr., Mike Crawford, Joan Floyd, Lynn Daugherty, Gail Jung, Patty Stringfellow.

Absent: Sue Deardorff, Mari Anne Sayler.

Agenda & Consent Agenda Approval: The Salary Ordinance was removed from the Consent Agenda for further discussion on a motion by T. Schultz, seconded by A-M Egan. The Agenda and the remaining Consent Agenda items, Minutes of the December 13th and December 27th Board Meetings, December bills and financial reports, and additional coverage offered through AFLAC Insurance, were approved on a motion by T. Schultz, seconded by J. Floyd. Motion passed unanimously. Questions regarding the payphone and snow removal fees were addressed.

2005 Salary Ordinance: T. Schultz moved, seconded by A-M Egan to set the director's salary as set forth in the 2005 Salary Ordinance and approve the 2005 Salary Ordinance as presented. Motion was unanimous.

Wheatfield Building Project: Three change orders were approved during December. These were for changes to the alarm system at \$854, additional downspouts for \$1438, and an exhaust fan for the staff lounge at a cost of \$538.

Board members wishing to see the new facility should contact L. Daugherty to arrange another time and day if they are unable to visit it on Saturday, January 15th, at 10:30 AM.

Oath of Office: T. Schultz took the Oath of Office to be bonded as Assistant Treasurer for the year 2005.

Sprint Contract: The System Administrator has been seeking a faster connection between the branches to provide better service to our patrons by going to DSL or an upgrade with Sprint. Sprint is unwilling to let us out of the five-year contract to upgrade to a 512 kbps/3 mg DSL connection. The upgrade is less costly than what we are presently paying, thus Sprint would be losing revenue. We are communicating with Sprint to see if some type of agreement can be reached that would be equitable to both parties.

Library Program: The library is teaming up with the Ministerial Association to present a February 17 program on the Human Faces of Islam: A Public Forum to Promote Understanding of Islamic Culture & Religion. The goal is to help bring down some barriers that people may

have in light of today's political atmosphere.

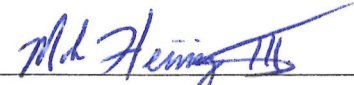
2005 Budget Order: DLGF has reduced the Capital Projects Fund by \$26,487. We will be getting a \$.0977 tax rate instead of the maximum of \$.1333. We will reduce the amount appropriated for the Wh. Building Project accordingly. Even with the reduction, it is still more than we budgeted for the building project.

The Operating Budget will show less in the operating balance but still be adequate to meet our needs. The Assessed Valuation was up \$50,000,000 from 2004. Overall the tax rate for the library is \$.0901 per hundred dollars of Assessed Valuation.

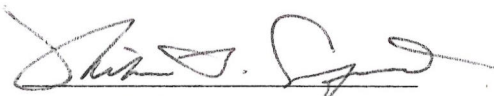
Director Retirement: L. Daugherty announced to the board she would be retiring at the end of 2005. The board asked her for assistance in seeking a new director.

Future Agenda: Director_Search Strategies

Adjournment: With no further matters for discussion, the meeting was adjourned at 8:09 PM on a motion by J. Floyd, seconded by T. Schultz.



Mark Heinig II, Secretary



Attest: Mike Crawford, President

January 2005

DEMOTTE

58,451

0.3%

RENSSELAER

65.373

-6.5%

WHEATFIELD

32.934

9.8%

[illegible]

MONTHLY SYSTEM STATISTICS

2004

2005

% change

Current month's Circulation

27.244

26.913

-1.2%

Jan. to date circulation

27,244

26.913

-1.2%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month	
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes	
						XXXXXXXXXXXXXXXX
						ADULT BOOKS
14,435	14,477	12,691	12,726	8,952	8,969	Fiction
16,125	16,200	22,177	22,257	8,451	8,332	Nonfiction
						CHILDREN'S BKS
11,906	11,936	13,076	13,013	6,732	6,786	Fiction
9,348	9,058	8,060	7,615	3,885	3,934	Nonfiction
						YA BOOKS
1,721	1,733	2,385	2,388	1,376	1,386	Fiction
587	586	408	410	80	83	Nonfiction
						0 Magazines,Adult
						0 Magazines, Child
0	0	140	140	0	0	Games, Toys
1,693	1,696	2,628	2,614	1,712	1,664	Sound Rec/Adult
420	419	446	445	302	297	Sound Rec/Child
25	25	16	16	1	1	Online Databases
267	269	371	368	215	211	Software
0	0					Vertical Files
1,928	1,933	3,278	3,239	1,222	1,214	VHS/DVD
119	119	142	142	57	57	Equipment
58,574	58,451	65,818	65,373	32,985	32,934	TOTAL
						XXXXXXXXXXXX

CIRCULATION BY HOLDINGS CODE
January 2005

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	2			2
Award Winner JE (DAJE)	7			7
Award Winner JFIC (DAJFIC)	2			2
Award Winner JNF (DAJNF)	2			2
Award Winner JPFIC (DAJBPF)	1			1
Award Winner YAFIC (DAYAF)	2			2
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	68	4	1	73
Books on CD (DBKCD)	80	6	1	87
Books on Tape (DBKT)	84	1		85
Compact Disc (DCD)	465	30	12	507
DVD	1112	3	3	1118
Equipment (DEQP)	6			6
See librarian (DERR)				0
Express Book (DEXP)	39			39
Fiction (DFIC)	1675	61	37	1773
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	369			369
Juv. Biography (DJBIO)	97	1		98
Juv. Book on CD (DJBKCD)	6			6
Juv. Book on Tape (DJBKT)	64			64
Juv. Compact Disc (DJCD)	48			48
Juvenile Easy (DJE)	919	5	1	925
Juv. Easy Reader (DJER)	423	1	4	428
Juv. Fiction (DJFIC)	225	8	2	235
Juv. Holiday books (DJHOL)	47			47
Juv. Magazine (DJMAG)	60			60
Juv. Music Cassette (DJMC)	1			1
Juv. Nonfiction (DJNF)	687	7	9	703
Juv. Nonfic Text Bk (DJNFTB)	6			6
Juv. Paperback fic (DJPBF)	224	5	4	233
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	122	2		124
Large Print Nonfic (DLPNF)	4	1		5
Magazine (DMAG)	969	2	1	972
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1279	42	17	1338
Nonfiction VHS (DNFVHS)	94	5		99
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPSJFic)	1			1
Parent Shelf Juv. NF (DPSJNF)	12			12
Parent Shelf Ref (DPREF)				0
Reference (DREF)	2			2
Ref. Magazine (DRMAG)				0

Reference Software (DRSW)				0
Spanish Collection (DSPA)	40	10		50
Software (DSWAR)	161	7		168
Vertical File (DVF)	10			10
VHS	842	9	1	852
YA Biography (DYAB)	6	1	1	8
YA Books on CD (DYABKCD)	2	1		3
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	59			59
YA Nonfiction (DYANF)	30	1	2	33
YA Paperback Fic (DYAPBF)	79	1		80
Award Winner JBIO (RAJBIO)		4		4
Award Winner JE (RAJE)		11		11
Award Winner JFIC (RAJFIC)		4		4
Award Winner JNF (RAJNF)		2		2
Award Winner JPFIC (RAJPBF)		8		8
Award Winner YAFIC (RAYAF)		3		3
Award Winner YAPFIC (RAYPBF)		3		3
Biography (RBIO)	3	72		75
Books on CD (RBKCD)		79	1	80
Books on Tape (RBKT)	7	119	1	127
Compact Disc (RCD)	6	374	2	382
DVD	5	1845	2	1852
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		96		96
Fiction (RFIC)	55	1267	38	1360
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		2		2
Internet (RINTER)		732		732
Juv. Biography (RJBIO)		58	1	59
Juv. Book on CD (RJBKCD)		6		6
Juv. Book on Tape (RJBKT)	7	32		39
Juv. Compact Disc (RJCD)	1	32		33
Juvenile Easy (RJE)	2	1464	2	1468
Juv. Easy Reader (RJER)	3	286		289
Juv. Fiction (RJFIC)	9	318	3	330
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		37	1	38
Juv. Music Cassette (RJMC)	1	8		9
Juv. Nonfiction (RJNF)	13	690	1	704
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	10	149		159
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	10	80		90
Large Print Nonfic (RLPNF)		13		13
Magazine (RMAG)	2	381		383
Music Cassette (RMCAS)		1		1
Nonfiction (RNFC)	54	1010	14	1078

Nonfiction VHS (RNFVHS)	4	105	5	114
Professional Coll. (RPRO)		2		2
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)				0
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	25	119	1	145
Software (RSWAR)	4	120	3	127
Vertical File (RVF)		4		4
VHS	22	1033	2	1057
YA Biography (RYAB)		11		11
YA Books on CD (RYABKCD)		2		2
YA Books on Tape (RYABKT)		11		11
YA Fiction (RYAF)	2	174	1	177
YA Nonfiction (RYANF)	1	65	1	67
YA Paperback Fic (RYAPBF)	2	110	5	117
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)				0
Award Winner JFIC (WAJFIC)			2	2
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)			2	2
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	8	1	26	35
Books on CD (WBKCD)	3	6	56	65
Books on Tape (WBKT)	5	2	46	53
Compact Disc (WCD)	5	37	208	250
DVD	2		713	715
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			20	20
Fiction (WFIC)	65	44	579	688
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			259	259
Juv. Biography (WJBIO)			33	33
Juv. Book on CD (WJBKCD)				0
Juv. Book on Tape (WJBKT)	6		9	15
Juv. Compact Disc (WJCD)			3	3
Juvenile Easy (WJE)	7	3	591	601
Juv. Easy Reader (WJER)			198	198
Juv. Fiction (WJFIC)	2	8	117	127
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)	1		53	54
Juv. Music Cassette (WJMC)			2	2
Juv. Nonfiction (WJNF)	14	2	255	271
Juv. Nonfic Text Bk (WJNFTB)				0

Juv. Paperback fic (WJPBF)	1		108	109
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)		2	27	29
Large Print Nonfic (WLPNF)		1	9	10
Magazine (WMAG)	3	2	188	193
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	32	25	421	478
Nonfiction VHS (WNFVHS)	3	2	39	44
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)	9	5	6	20
Software (WSWAR)	3	1	84	88
Vertical File (WVF)			3	3
VHS	4	4	518	526
YA Biography (WYAB)			1	1
YA Books on CD (WYABKCD)			1	1
YA Books on Tape (WYABKT)				0
YA Fiction (WYAF)	3	2	23	28
YA Nonfiction (WYANF)	2		18	20
YA Paperback Fic (WYAPBF)	1	5	29	35
TOTAL	10860	11308	4827	26995

CIRCULATION BY HOLDINGS CODE
MM YY

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	2	4	0	6
Award Winner JE (AJE)	7	11	0	18
Award Winner JFIC (AJF)	2	4	2	8
Award Winner JNF (AJNF)	2	2	0	4
Award Winner JPFIC (AJPF)	1	8	2	11
Award Winner YAFIC (AYAF)	2	3	0	5
Award Winner YAPFIC (YAYPBF)	0	3	0	3
Biography (BIO)	79	77	27	183
Books on CD (BKCD)	83	91	58	232
Books on Tape (BKT)	96	133	47	276
Compact Disc (CD)	476	441	222	1139
DVD	1119	1848	718	3685
Equipment (EQP)	6	0	0	6
See librarian (ERR)	0	0	0	0
Express Book (EXP)	39	96	20	155
Fiction (FIC)	1795	1372	654	3821
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	2	0	2

Internet (INTR)	369	732	259	1360
Juv. Biography (JBIO)	97	59	34	190
Juv. Book on CD (JBCD)	6	6	0	12
Juv. Book on Tape (JBKT)	77	32	9	118
Juv. Compact Disc (JCD)	49	32	3	84
Juvenile Easy (JE)	928	1472	594	2994
Juv. Easy Reader (JER)	426	287	202	915
Juv. Fiction (JFIC)	236	334	122	692
Juv. Holiday (JHOL)	47	0	0	47
Juv. Magazine (JMAG)	61	37	54	152
Juv. Music Cassette (JMC)	2	8	2	12
Juv. Nonfiction (JNF)	714	699	265	1678
Juv. Nonfic Text Bk (JNFT)	6	0	0	6
Juv. Paperback fic (JPBF)	235	154	112	501
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	132	84	27	243
Large Print Nonfic (LPNF)	4	15	9	28
Magazine (MAG)	974	385	189	1548
Music Cassette (MCAS)	0	1	0	1
Nonfiction (NFIC)	1365	1077	452	2894
Nonfiction VHS (NFVH)	101	112	44	257
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	1	0	0	1
Parent Shelf Juv. NF (PSJNF)	12	0	0	12
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	61	77	26	164
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	74	134	7	215
Software (SWAR)	168	128	87	383
Vertical File (VF)	10	4	5	19
VHS	868	1046	521	2435
YA Biography (YAB)	6	12	2	20
YA Books on CD (YABKCD)	2	3	1	6
YA Books on Tape (YABKT)	0	11	0	11
YA Fiction (YAF)	64	176	24	264
YA Nonfiction (YANF)	33	66	21	120
YA Paperback Fic (YAPBF)	82	116	34	232
				0
Free reads	237	702	150	1089
Games/Puzzles		5	9	14
Talking books				0
Assignment Shelf Books				0
TOTAL	11156	12103	5014	28273

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2203	2254	851	5308
Nonfiction	1583	1382	521	3486

CHILDREN'S BOOKS

Fiction	1836	2270	1034	5140
Nonfiction	880	764	299	1943
YA BOOKS				
Fiction	148	298	58	504
Nonfiction	39	78	23	140
Magazines, Adult	974	385	189	1548
Magazines, Children	61	37	54	152
Games, Toys	0	7	9	16
Sound Recordings, adult	657	680	328	1665
Sound Recordings, ch	134	78	14	226
Online databases	0	0	0	0
Software	168	128	87	383
Vertical file	10	4	5	19
VHS/DVD	2088	3006	1283	6377
Equipment	6	0	0	6
Total	10787	11371	4755	26913

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

January 2005

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	186	40	200	43	239	52	625	135
LOCAL HISTORY								
In person	2	1	11	3		0	13	4
Letters written	1	1	10	10		0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	369	15	732	31	259	11	1360	57
Computer software used	42	4	42	4	6	1	90	8
VCR Use	2	0	5	1		0	7	1
Microforms		0	46	6		0	46	6
CD ROM/Online databases	64	5	314	26	49	4	427	36
Typewriter use	2	0	1	0		0	3	0
Other equipment used		0	2	1		0	2	1
OTHER LIBRARY SERVICES USED								
Walking book visits	7	5	1	1		0	8	5
Notarized documents	2	1		0		0	2	1
Meeting Room Use (no. of groups)	47	16	31	10	30	10	108	36
Study room use	21	2	36	3	6	1	63	5
Proctoring		0		0		0		0
Tax Forms distributed		0	6	0		0	6	0
Pull Requests	10	10	2	2		0	12	6
INTERLIBRARY LOANS								
Requests made for:	71	18	100	25	15	4	186	47
Items rec'd for:	59	30	77	39	26	13	162	81
Items requested by other libraries	1		1		0		2	
Items supplied to other libraries	1	1	1	1	0	0	2	1

REGISTRATIONS

Total Borrowers	7534	7630	3148	18312
Non-resident, paying	3	9	1	13
PLAC card users	0	2	0	2
Reciprocal borrowers	382	323	34	739
(Hispanic cards issued)				0

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
Programs for all ages		0	1	6		0	1	6
Children's Programs (0-13)	14	84	10	60		0	24	144
Number attending	301		128				429	
YA Programs (14-17)	3	18		0		0	3	18
Number attending	57		1				58	
Adult Programs	6	36	2	12		0	8	48
Number attending	73		42				115	
Senior Citizen Programs	4	24	4	24		0	8	48
Number attending	49		37				86	
Total Number of Programs	27	162	17	102	0	0	44	264
Total Persons Attending	480		208		0		688	
Total Attending Same Month Last Yr.	283		245		98		626	
Total Staff Hours Spent		309		306		94		703
Hours Spent Same Month last year		223		307		123		653

CIRCULATION BY PATRON CODE

	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
PATRONS	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	8234	75.0%	8752	73.0%	3887	78.1%	20873	74.7%
Corporate	112	1.0%	112	0.9%		0.0%	224	0.8%
Juvenile 0-11	997	9.1%	1035	8.6%	408	8.2%	2440	8.7%
Nonresident No Fee	52	0.5%	369	3.1%	116	2.3%	537	1.9%
Nonresident Fee		0.0%	4	0.0%		0.0%	4	0.0%
Reciprocal	354	3.2%	424	3.5%	13	0.3%	791	2.8%
School		0.0%	7	0.1%		0.0%	7	0.0%
St. Joseph College		0.0%	226	1.9%		0.0%	226	0.8%
State Library Card	4	0.0%		0.0%		0.0%	4	0.0%
Staff	758	6.9%	699	5.8%	325	6.5%	1782	6.4%
YA 12-17	239	2.2%	196	1.6%	92	1.8%	527	1.9%
YA-AV	225	2.1%	163	1.4%	138	2.8%	526	1.9%
Total	10975		11987		4979		27941	
All items borrowed by nonresidents	410	3.7%	1030	8.6%	129	2.6%	1569	5.6%

MEMORANDUM

Sale of Wheatfield Library Building

Summary: The time has come to decide how to proceed. I have talked to Ed Dumas and he has some recommendations for you:

- Get the building appraised. Have two people appraise it and confer together, then give us a joint appraisal
- Decide whether we want to fight the School Board on their intention to deny any future owner the right to their water. If we do not, decide whether we want to talk to the school about obtaining an easement to drop a well on KV property behind the school—and whether we want to actually install such a well. Or whether we want to leave the water problem to the next owner to figure out.
- Place a legal ad giving 60 days notice of the date, time, place when we will accept bids for the property

Discussion: Sorrowful Mother Catholic Church, across the street from the library, has expressed an interest in purchasing the building, as has the town board. For neither of those entities is it necessary for us to place a legal ad and begin a formal bid process. (If we were opening the bidding to someone other than a governmental or nonprofit agency, we would have to follow strict guidelines.) Ed just thinks it is cleaner if we do it by legal ad. We could just invite each of them to submit a bid.

There is absolutely nothing in our original contract with the School Board that says that if we sell the property the water rights do not go with the sale. If we had a bright attorney, we could probably successfully fight that in court. Ed and Kent could not be our attorneys for that because they are the school board's attorneys.

We might be able to sell the property for more if the water problem was cleared up.

The town does not seem concerned about the water problem. We have not talked to the church about it, but it is very possible that they could pipe water from their church's well under the street to the library and eliminate the problem.

Vote: Determine what course we should pursue and a timeline for it.

MEMORANDUM

LCD Projector, Employee Code of Ethics, Circulating CD Rom, and Circulation Policies

Summary: Changes are proposed in all the above policies.

Discussion:

LCD Projector: We have very few requests from patrons to use the LCD projector in our meeting rooms. We have a number of requests to use it outside the library – for a wedding reception, for a business presentation, for a presentation to a college class. The Management Team feels this is possible at this point, especially since we hope to get a second LCD projector either from the Technology Grant for which we recently applied, or from excess funds in the Construction Fund budget. The biggest problem, in our eyes, is whether it would be carefully examined when it is returned to make sure all the cables and attachments are returned with it. We decided that by saying we cannot return the \$100 deposit until we have time to count the attachments, we will ensure that it is carefully checked. We will have to carefully explain to borrowers that we are sometimes busy at the desk when equipment is returned and they may have to wait until later in a day to actually get their \$100 check back. If they are willing to borrow the equipment on those terms, we feel it will work well.

Employee Code of Ethics: When we wrote our new Long Range Plan, we included a section included “Our Commitment to Outstanding Service” (87a). Many of the items are similar to what we previously included in our Code of Ethics. We felt all items should be in the Code of Ethics, but left in the Code a few items which were not in the “Commitment”. The highlighted words are the additions to the Code.

Circulating CD Rom Policy: In December the board agreed to change the loan period from 1 week to 3 weeks. That is the only change in this policy.

Circulation Policy: The loan period for circulating CD Roms had to be changed in this policy. The Board previously gave reciprocal borrowers the right to check out all materials that JCPL district residents check out. The 4th paragraph reflects that change. The state required us to charge more for out of county residents who do not qualify for free service but want full library privileges, so that was changed in the 6th paragraph.

Under "Loan Limits" we made a change in the Videos section for clarity's sake.

In the last sentence on the second page, we removed restrictions again on reciprocal borrowers.

On the 4th page, we changed the name of the CD Rom/Online Workstations to reflect the change in terminology we made previously in other policies. At the bottom of the page, under Interlibrary Loan, we added a sentence that conforms to what INCOLSA requires regarding PLAC and reciprocal borrowers' interlibrary loans. We have no leeway here.

Circulation Policy

Jasper County Public Library

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card **in good standing**.

Persons who live, work or own property in the JCPL library district, which includes all Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Students attending a school in the library district are eligible for free JCPL cards with full borrowing privileges. St. Joseph's College students are eligible for free one-year JCPL cards with full borrowing privileges. Persons living outside the library district who regularly volunteer at a JCPL library may be given full borrowing privileges at the discretion of the agency librarian.

Persons living outside the JCPL district may apply for a free, **unrestricted** JCPL card as a Reciprocal Borrower upon showing a valid resident library card from a library which participates in the Reciprocal Borrowing Program

The signature of a parent or legal guardian is required before a borrower's card can be issued to any child under the age of 14. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been revoked.

An annual fee of **\$58** is assessed for out-of-county residents who do not own property, attend school or work in Jasper County, but wish to have full library privileges. This fee is the same for children and adults, and is NOT waived for Senior Citizens.

A corporation existing within the JCPL district may obtain a card for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM
 Wed: 9 AM - 6 PM
 Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
 Fri, Sat: 9 AM - 5 PM
 Wheatfield: Mon, Wed, Th: 9:30 AM - 5:30 PM
 Tues: 9:30 AM - 8 PM
 Fri, Sat: 9 AM - 5 PM

Loan Periods

Circulating CD ROMs:	3 weeks, with no renewal
Videos, nonfiction	1 week
DVD's and Videos, entertainment:	2 days
Express Books:	1 week
Textbooks	1 day
Newspapers	2 days
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR:	in house use only

All materials except DVDs, videos, textbooks, Express Books and circulating CD-ROMs may be renewed for one additional loan period. If an item is on hold for another patron, or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks (with no renewals) by special arrangement. If a patron has an extended loan item which has been in his/her possession longer than 3 weeks, s/he will be expected to return the item within 3 days after notification that the item has a hold request from another patron.

Videos for classroom use may be checked out for a one week loan period.

Loan Limits

Videos/ DVDS :	2 DVDs, 2 entertainment videos, and 2 nonfiction videos per adult card. No holds. Only Persons 18 years of age and older may borrow videos, with one exception . Persons 14-17 may borrow videos/dvds with parental permission.
Circulating CD-ROMs:	2 items per borrower's card.
Short term loan materials:	On some occasions, materials are put on short term loan so that all students in a class have access to the resources.
CD's:	5 adult cds and 5 jcds per borrower's card.
All other materials:	Unlimited loan

~~Reciprocal borrowers and~~ PLAC users may borrow only books and magazines.

Fines and Fees

Fines will never exceed the original cost of the overdue item, up to a maximum of \$100 per item.

<u>Overdue materials:</u>	Adult Items:	\$.10 per day per item
	Children's room items	\$.05 per day per item
	Videos, Express Books & DVDs:	\$1.00 per day per item
	Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading)
	Circulating CD-ROMs:	\$1.00 per day per item
	Textbooks:	\$1.00 per day per item
	Overdue materials referred to collection agency:	\$10.00 per borrower plus overdue fines
	Equipment Loans:	\$2.00 per day; \$10.00 deposit refunded when material is returned undamaged

<u>Lost video, dvd, cd or cd-rom jewel case:</u>	\$2.00 per case; \$2.50 per case at DeMotte
<u>Lost or damaged pamphlets:</u>	\$1.00 per item plus \$1.00 processing fee
<u>Lost or damaged CD ROMs:</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost or damaged CD ROM user's guide, notebook:</u>	\$5.00 for first item, \$10 for more than 1 item
<u>Lost or damaged magazine:</u>	Original retail cost of item plus \$3.00 processing fee
<u>Other lost or damaged materials:</u>	Original retail cost of item plus \$5.00 processing fee.
<u>Lost or damaged hanging bag:</u>	\$3.00 per item

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

\$15.00	all hardback books, videos, DVDs, CDs, lease books
\$5.00	all paperbacks
\$3.00	all magazines
\$1.00	all vertical file items, newspapers, college catalogs
\$ 5.00	all Landmark (leased) audiocassettes (per tape)
\$25.00	all textbooks, CD ROMs and audiocassettes

Patrons will be blocked from borrowing materials when overdue fines have accumulated to \$5.00 or when a borrowed item becomes 8 weeks overdue.

Lost or damaged borrower's card: \$2.00

FAX fees:

Fax of library materials sent by one branch to another at a patron's request:

First 5 pages free; 15 cents for each additional page

Fax of library materials to patron's home or business: 15 cents per page

Photocopy Fees:

Customer-operated copiers (at DeMotte & Rensselaer): 10 cents per single side

Staff-operated copiers (at DeMotte & Rensselaer): 20 cents single side

40 cents double side

Wheatfield copier: 15 cents single side

20 cents double side

Transparencies: 40 cents each

Printing Fees:

~~CD ROM/Online Workstations~~ Research Computers and Internet Workstations,

Computer Workstations for Word Processing, etc.: 10

cents per page

Microfilm/fiche Workstations: 30 cents per page

Computer disk purchase: \$.30 each 3 ½" disk

Other Circulation Services

Hold materials: All circulating materials may be held by patrons except videos, DVD's and Express Books. Videos & DVDs will only be held for teachers using them in educational settings, and for groups needing a video for a particular date. Library staff can also place a reserve for a patron on a video/dvd currently on the shelves of another branch.

Walking books program: Library staff or volunteers will bring books and other library materials to shut-ins who are unable to visit the library.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL district.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. **Reciprocal borrowers and PLAC users must request ILL from their home libraries.**

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons.

7/96; last updated 2/05

Circulating CD ROM Policy

Selection criteria:

- The CD ROM must have a good recommendation from a reputable source.
- We will purchase a variety of informational, educational and recreational CD ROMs
- Only items with complete documentation will be circulated.
- We will buy dual or hybrid CD ROMs when possible for MAC *and* IBM compatible PCs. Programs should be able to run on various versions of Windows, including the most recent version and the last two or three previous versions.
- We will not buy items which can be useful only if patrons make an illegal copy, (i.e. a home inventory or genealogy program)
- Both children's and adult titles will be purchased

Circulation Policy:

Only 2 items may be checked out to a borrower at any time.

No renewals will be allowed.

Loan period will be ~~one (1)~~ **three (3)** weeks.

CD ROMs may be reserved and may be intralibrary loaned.

An overdue charge of \$1.00 per day will be assessed for late returns.

CD ROMs may be borrowed by any person with a JCPL borrowers' card, except those using PLAC or reciprocal borrowing cards.

Fines and Charges

- Fee for loss/damage to CD ROM will be the original cost plus a \$10 processing fee
- Fee for loss or damage to the user's manual or notebook is \$5.00 for one item, \$10.00 for more than one item.

The Library will make copies of the users' manuals before releasing the CD ROM for circulation.

1/97; revised 1/04; draft 2/05

Library Employees Code of Ethics

Jasper County Public Library

Library employees significantly influence or control the selection, organization, preservation, and dissemination of information.

In a political system grounded in an informed citizenry, library employees are explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

As an employee of the Jasper County Public Library, I will:

- ~~provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.~~
- **Provide prompt, accurate and friendly service**
- **Treat all library users with equal respect and consideration**
- **Consider every question valid**
- **Provide information expressing various viewpoints**
- **Be committed to intellectual freedom, encouraging the exchange of ideas and information and resisting all efforts to censor library resources.**
- **Foster and support teamwork, cooperation and involvement to all levels of the organization.**
- **Treat my co-workers with respect and integrity and work as a team with the board in support of the library's goals.**
- ~~resist all efforts by groups or individuals to censor library materials.~~
- **respect and protect each user's right to the privacy of library patrons to the fullest extent permissible by law. with respect to information sought or received, and materials consulted, borrowed, or acquired.**
- **distinguish clearly, in my actions and statements, between my personal philosophy and attitudes and those of my Library.**
- **avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or my Library.**
- ~~endeavor to work harmoniously and effectively with coworkers, supervisors and library board in support of the library's goals.~~

LCD Projector Policy

1. Groups which have reserved JCPL's meeting rooms may use the library's LCD projector at no cost.
2. The LCD Projector ~~is for in-house use only. It~~ may be used in any of the meeting rooms of the DeMotte, Wheatfield, or Rensselaer libraries.
3. **It may also be rented for use outside the library, with a deposit of \$100 and a \$10.00 fee. The \$100 deposit will be refunded as soon as staff determine that all pieces have been returned and the equipment is not damaged. As with all library equipment, the person renting the equipment must be at least 18 years old, a JCPL cardholder in good standing and must sign an agreement to pay for any damage to the equipment incurred during the time it is out of the library's possession.**
4. The LCD Projector will be reserved on a first come first served basis.
5. Individuals using the projector must provide their own laptop or desktop computer.
6. Individuals using the projector must know how to use the equipment. If they do not, they will be required to make an appointment with staff prior to day of use. At this appointment a preliminary setup and test will be done to insure that users understand how to connect their computer to the projector and how to make necessary changes to settings.
7. Projector users are responsible for repair or replacement costs of any projector component beyond normal wear.
8. All library staff have been trained in projector use and simple troubleshooting procedures. For problems that go beyond their level of expertise, a user's manual and toll-free number for assistance will be made available.

2/2000; last revised 2/03; draft 2/05

JCPL FINANCIAL STATEMENT

January 31, 2005

	<u>Beginning 2005 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$580,559.27	\$125,924.61	\$125,924.61	\$7,256.87	\$7,256.87	\$461,891.53
Includes Investments of:						
Public Library Access Card Fund	\$26.00	\$26.00	\$26.00	\$28.00	\$28.00	\$28.00
Gift Fund	\$4,067.95	\$26.67	\$26.67	\$229.91	\$229.91	\$4,271.19
DeMotte	\$495.86	\$26.67	\$26.67	\$219.91	\$219.91	\$689.10
Rensselaer	\$2,665.70	\$0.00	\$0.00	\$0.00	\$0.00	\$2,665.70
Wheatfield	\$906.39	\$0.00	\$0.00	\$10.00	\$10.00	\$916.39
Library Improvement Reserve Fund	\$200,712.12	\$0.00	\$0.00	\$88.15	\$88.15	\$200,800.27
Includes Investments of:						
Bond & Interest Redemption Fund	\$24,412.51	\$0.00	\$0.00	\$0.00	\$0.00	\$24,412.51
Includes Investments of:						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,763.00
Transfer from OPER Fund						
Capital Projects Fund	\$2,716.20	\$0.00	\$0.00	\$29.74	\$29.74	\$2,745.94
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$18,864.54	\$0.00	\$0.00	\$0.00	\$0.00	\$18,864.54
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$2,040,731.23	\$391,176.00	\$391,176.00	\$13,900.47	\$13,900.47	\$1,663,455.70
Includes Investments of \$1,660,000						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,665.94	\$5,665.94	\$5,665.94	\$5,665.94	\$0.00
FICA Tax Collected	\$0.00	\$5,339.07	\$5,339.07	\$5,339.07	\$5,339.07	\$0.00
State Tax Collected	\$2,281.19	\$2,281.19	\$2,281.19	\$2,381.04	\$2,381.04	\$2,381.04
County Tax Collected	\$599.16	\$599.16	\$599.16	\$627.07	\$627.07	\$627.07
Deferred Comp.	\$0.00	\$4,741.10	\$4,741.10	\$4,741.10	\$4,741.10	\$0.00
#125 Pre-tax Plan	\$0.00	\$190.50	\$190.50	\$3,377.42	\$3,377.42	\$3,186.92
Employee Life Insur.	\$0.00	\$32.31	\$32.31	\$32.31	\$32.31	\$0.00
Employee P.E.R.F.	\$7,678.26	\$7,678.26	\$7,678.26	\$2,712.67	\$2,712.67	\$2,712.67
Credit Union	\$0.00	\$1,240.00	\$1,240.00	\$1,240.00	\$1,240.00	\$0.00
TOTAL ALL FUNDS.....	\$2,913,621.43	\$544,920.81	\$544,920.81	\$47,649.76	\$47,649.76	\$2,416,350.38

Bank Balances
Jasper County Public Library
Report as of: 1/31/2005

<i>Bank</i>		
1	Peoples State Bank	\$546,987.59
2	Demotte State Bank	\$4,896.82
3	Peoples State Bank-LIRF Acct	\$87,567.79
4	PSB-LIRF CD#3004376	\$113,232.48
5	Cast On Hand	\$210.00
6	Peoples State Bank-Construction Ckg.	\$900,656.16
7		\$0.00
8		\$0.00
9	PSB Const.- (6mon) CD#3004279	\$0.00
10	PSB Const.- (6mon) CD#3004260	\$0.00
11	PSB Const.- (6mon) CD#3004252	\$0.00
12	PSB Const.- (6mon) CD#3004244	\$0.00
13	PSB Const.- (6mon) CD#3004236	\$0.00
14	PSB Const.- (9mon) CD#3004228	\$300,000.00
15	Peoples State Bank-ESCROW Acct	\$462,799.54
<i>Total all banks =</i>		<i>\$2,416,350.38</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

INVESTMENTS - 2005

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
4/20/2005	3004228	Peoples St Bk	274 days	\$300,000.00	2.16	CONST.	7/20/2004		
2/10/2005	3004376	Peoples St Bk	181 days	\$113,232.48	1.97	LIRF	8/10/2004		

CLOSED INVESTMENTS:

1/20/2005	3004279	Peoples St Bk	183 days	\$150,000.00	1.96	CONST.	7/20/2004	\$	1,482.08
1/20/2005	3004260	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$	2,964.16
1/20/2005	3004252	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$	2,964.16
1/20/2005	3004236	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$	2,964.16
1/20/2005	3004244	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$	2,964.16

\$ 13,338.72

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 1/1/2005 To 1/31/2005

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,454.00	\$0.00	\$54,454.00	\$4,450.33	\$4,450.33	\$50,003.67	8.2
1.12 SALARY OF ASSISTANTS	\$787,808.00	\$0.00	\$787,808.00	\$62,826.82	\$62,826.82	\$724,981.18	8.0
1.13 WAGES OF JANITORS	\$51,967.00	\$0.00	\$51,967.00	\$3,412.70	\$3,412.70	\$48,554.30	6.6
1.21 EMPLOYER'S SHARE-FICA	\$64,481.00	\$0.00	\$64,481.00	\$5,339.07	\$5,339.07	\$59,141.93	8.3
1.22 UNEMPLOYMENT COMPENSATION	\$4,553.00	\$0.00	\$4,553.00	\$0.00	\$0.00	\$4,553.00	0.0
1.23 EMPLOYER'S CONTRIB.- PERF	\$43,525.00	\$0.00	\$43,525.00	\$11,384.29	\$11,384.29	\$32,140.71	26.2
1.24 EMPLOYER'S CONTRIB.- INS.	\$66,666.00	\$0.00	\$66,666.00	\$210.45	\$210.45	\$66,455.55	0.3
1.31 OTHER PERSONAL SERVICES	\$100.00	\$0.00	\$100.00	\$2,480.00	\$2,480.00	(\$2,380.00)	2480.0
Subtotal	\$1,073,554.00		\$1,073,554.00	\$90,103.66	\$90,103.66	\$983,450.34	8.4
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$900.00	0.0
2.12 STATIONERY AND PRINTING	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$9,200.00	\$0.00	\$9,200.00	\$748.00	\$748.00	\$8,452.00	8.1
2.21 CLEANING & SANITATION SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$19.43	\$19.43	\$4,480.57	0.4
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.0
2.31 BUILDING MATERIALS & SUPPLIES	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$28.83	\$28.83	\$371.17	7.2
2.41 LIBRARY SUPPLIES	\$11,700.00	\$40.74	\$11,740.74	\$272.95	\$272.95	\$11,467.79	2.3
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
Subtotal	\$33,550.00	\$40.74	\$33,590.74	\$1,069.21	\$1,069.21	\$32,521.53	3.2
<i>3. Other Services and Charge</i>							
3.13 LEGAL SERVICES	\$2,507.00	\$0.00	\$2,507.00	\$0.00	\$0.00	\$2,507.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,500.00	\$0.00	\$5,500.00	\$364.00	\$364.00	\$5,136.00	6.6
3.21 TELEPHONE	\$5,800.00	\$0.00	\$5,800.00	\$387.66	\$387.66	\$5,412.34	6.7
3.22 POSTAGE	\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$0.00	\$5,500.00	0.0
3.23 MILEAGE	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	0.0
3.24 PROFESSIONAL MEETINGS	\$7,500.00	\$0.00	\$7,500.00	\$247.31	\$247.31	\$7,252.69	3.3
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$84.78	\$84.78	\$1,715.22	4.7
3.26 NETWORKING	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.32 OTHER PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.0
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$200.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00	0.0
3.51 GAS	\$42,000.00	\$0.00	\$42,000.00	\$5,258.07	\$5,258.07	\$36,741.93	12.5
3.52 ELECTRICITY	\$49,000.00	\$0.00	\$49,000.00	\$3,307.97	\$3,307.97	\$45,692.03	6.8
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$63.85	\$63.85	\$936.15	6.4
3.54 WASTE DISPOSAL SERVICES	\$3,200.00	\$0.00	\$3,200.00	\$256.39	\$256.39	\$2,943.61	8.0
3.61 BUILDING & STRUCTURES	\$48,000.00	\$0.00	\$48,000.00	\$7,291.79	\$7,291.79	\$40,708.21	15.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$41.95	\$41.95	\$258.05	14.0
3.91 DUES	\$1,800.00	\$0.00	\$1,800.00	\$1,480.40	\$1,480.40	\$319.60	82.2
3.93 TAXES & ASSESSMENTS	\$260.00	\$0.00	\$260.00	\$0.00	\$0.00	\$260.00	0.0
3.94 TRANSFER TO LIRF	\$20,524.00	\$0.00	\$20,524.00	\$0.00	\$0.00	\$20,524.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$58,594.00	\$0.00	\$58,594.00	\$4,856.20	\$4,856.20	\$53,737.80	8.3
Subtotal	\$319,555.00		\$319,555.00	\$23,840.37	\$23,840.37	\$295,714.63	7.5
<i>4. Capital Outlays</i>							
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0
4.4 FURNITURE & EQUIPMENT	\$5,940.00	\$3,365.85	\$9,305.85	\$617.05	\$617.05	\$8,688.80	6.6
4.51 BOOKS	\$139,000.00	\$0.00	\$139,000.00	\$3,478.83	\$3,478.83	\$135,521.17	2.5
4.52 PERIODICALS & NEWSPAPERS	\$22,600.00	\$0.00	\$22,600.00	\$217.00	\$217.00	\$22,383.00	1.0
4.53 NONPRINTED MATERIALS	\$68,104.00	\$2,881.45	\$70,985.45	\$6,598.49	\$6,598.49	\$64,386.96	9.3
Subtotal	\$236,344.00	\$6,247.30	\$242,591.30	\$10,911.37	\$10,911.37	\$231,679.93	4.5
Grand Total	\$1,663,003.00	\$6,288.04	\$1,669,291.04	\$125,924.61	\$125,924.61	\$1,543,366.43	7.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 1/1/2005 To 1/31/2005

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charge</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$30,057.00	\$6,800.00	\$36,857.00	\$0.00	\$0.00	\$36,857.00	0.0
3.61 BUILDING & STRUCTURES	\$0.00	\$42,735.00	\$42,735.00	\$0.00	\$0.00	\$42,735.00	0.0
Subtotal	\$30,057.00	\$49,535.00	\$79,592.00	\$0.00	\$0.00	\$79,592.00	0.0
<i>4. Capital Outlays</i>							
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$104,700.00	\$0.00	\$104,700.00	\$0.00	\$0.00	\$104,700.00	0.0
4.4 FURNITURE & EQUIPMENT	\$6,624.00	\$0.00	\$6,624.00	\$0.00	\$0.00	\$6,624.00	0.0
Subtotal	\$111,324.00		\$111,324.00	\$0.00	\$0.00	\$111,324.00	0.0
Grand Total	\$141,381.00	\$49,535.00	\$190,916.00	\$0.00	\$0.00	\$190,916.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 160 CAPITAL PROJECTS FUND

Jasper County Public Library

Report Date: From 1/1/2005 To 1/31/2005

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3. Other Services and Charge							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Subtotal	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	0.0
4. Capital Outlays							
4.2 BUILDINGS	\$150,000.00	(\$26,487.00)	\$123,513.00	\$0.00	\$0.00	\$123,513.00	0.0
4.4 FURNITURE & EQUIPMENT	\$65,000.00	\$0.00	\$65,000.00	\$0.00	\$0.00	\$65,000.00	0.0
Subtotal	\$215,000.00	(\$26,487.00)	\$188,513.00	\$0.00	\$0.00	\$188,513.00	0.0
Grand Total	\$215,000.00	(\$26,487.00)	\$188,513.00	\$0.00	\$0.00	\$188,513.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 120 RENS & DEM BIRF

Jasper County Public Library

Report Date: From 1/1/2005 To 1/31/2005

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charge</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.0
3.81 PAYMENT OF BONDS	\$385,000.00	\$0.00	\$385,000.00	\$0.00	\$0.00	\$385,000.00	0.0
3.82 INTEREST-BONDS	\$165,790.00	\$0.00	\$165,790.00	\$0.00	\$0.00	\$165,790.00	0.0
Subtotal	\$551,990.00		\$551,990.00	\$0.00	\$0.00	\$551,990.00	0.0
Grand Total	\$551,990.00	\$0.00	\$551,990.00	\$0.00	\$0.00	\$551,990.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/3/2005	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	\$40.74	Encumbered from 2004 per Bd. Approval 12/27/04
1/3/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$3,365.85	Encumbered from 2004 per Bd. Approval 12/27/04
1/3/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$2,881.45	Encumbered from 2004 per Bd. Approval 12/27/04
1/3/2005	130 LIRF FUND	3.14 OTHER PROFESSIONAL SERVICES	\$6,800.00	Encumbered from 2004 per Bd. Approval 12/27/04
1/3/2005	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$42,735.00	Encumbered from 2004 per Bd. Approval 12/27/04
1/11/2005	160 CAPITAL PROJECTS FUND	4.2 BUILDINGS	(\$26,487.00)	Per DLGF 2005 Budget Order

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$6,288.04
130	\$49,535.00
160	(\$26,487.00)

Voucher List**Jasper County Public Library****Report Date: From 1/1/2005 To 1/31/2005**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
150036	1	NIPSCO	1/3/2005	Refundable Deposit to Supply Electric Services at 350 S. Bierma St.	\$14,524.00
23643	2	AMAZON.COM CREDIT	1/10/2005	Epson CX6600 Printer, VHS Rewinder	\$210.74
23644	3	AVC CORPORATION	1/10/2005	2005 Annual Financial Program Support	\$1,188.00
23645	4	BAKER & DANIELS	1/10/2005	FMLA Phone Consultation, 11/4/04	\$124.00
23646	5	BAKER & TAYLOR	1/10/2005	Books, Continutaions, Lease Bks, Gift Books, Non-print Bks	\$2,216.00
23647	6	BROWN'S GARDEN & FLORAL	1/10/2005	Mowing @ Rens. Lib, Sep-Oct-Nov '04	\$750.00
23648	7	CAPITAL ONE, F.S.B.	1/10/2005	AVC Mtg. Expenses, Books, Steam Vacuum Cleaner, CIL Hotel Accommodations	\$741.07
23649	8	CHESTER TECHNOLOGIES	1/10/2005	Oki c5300n LaserJet Toner/Cartridges	\$748.00
23650	9	CHIEF, CDS	1/10/2005	LC Subject Headings, 28th ed., Free-Floating Subdivisions, 17th ed. (Cataloging) Bks	\$330.00
23651	10	CONSOLIDATED INCORPORA	1/10/2005	Treasurer/Asst. Treasurer Bonds-2005	\$200.00
23652	11	CULLIGAN	1/10/2005	Water Cooler Rental-January'05 (Wh. Lib.)	\$9.95
23653	12	D & J LAWN CARE, INC.	1/10/2005	Oct'04 Mowing & Leaf Cleanup-DeM. Lib.	\$125.00
23654	13	DEMCO	1/10/2005	Literature rack, Book Pockets	\$344.24
23655	14	EBSCO SUBSCRIPTION SERVI	1/10/2005	NoveList on-line, 10/04-10/05 (3 licenses)	\$1,800.00
23656	15	FIRE & BUILDING SERVICES F	1/10/2005	State of Indiana Elevator Inspection Annual Fee-DeM. Lib	\$120.00
23657	16	GATEWAY LEARNING CORPO	1/10/2005	Hooked on Phonics	\$549.85
23658	17	HP PRODUCTS CORP.	1/10/2005	Mophead, Vacuum Part	\$48.26
23659	18	IDOC/ERO - PFEET	1/10/2005	1st Qtr 2005 Payment-PFEET of 2003	\$2,402.97
23660	19	INCOLSA	1/10/2005	Gale Discovering Collection ON-LINE License (2-user), 1/1/05-12/31/05	\$2,883.60
23661	20	INDIANA LIBRARY FEDERATIO	1/10/2005	ILF Institutional & Trustee 2005 Membership Dues	\$1,480.40
23662	21	INGRAM	1/10/2005	Paperback books	\$21.27
23663	22	JASPER COUNTY HOSPITAL	1/10/2005	Total Coliform Water testing- 12/28/04 @ DeM. Lib.	\$15.00
23664	23	LAFAYETTE BANK AND TRUST	1/10/2005	Safe Deposit Box Rental Annual fee	\$32.00
23665	24	LANDMARK AUDIOBOOKS	1/10/2005	Tape Replacement-Harry Potter/Chamber-Secrets	\$5.00
23666	25	LEARNINGEXPRESS, LLC	1/10/2005	Learn-A-Test 3-Site Licenses, 1/15/05-1/14/06	\$1,150.00
23667	26	NORTHWESTERN INDIANA TE	1/10/2005	DeM. Telephones, Jan'05 Local Service	\$76.25
23668	27	OneNation Benefit Administrators,	1/10/2005	COBRA Full Service Administration-2005	\$225.00
23669	28	OOMS BROS. DISPOSAL SERV	1/10/2005	Trash Service-DeM. Lib, 1/1/05-3/31/05.	\$64.84
23670	29	PAC	1/10/2005	3-Books (From the Edge of the Prairie)	\$45.00
23671	30	PRECISION CONTROL SYSTE	1/10/2005	Prev.Mtnce Contract -Aug & Nov'04; DeM. Lib-Actuator & Boiler Terminal Repair, Leaking valves, A/C Circuit Board defective,	\$5,343.82
23672	31	QUILL CORPORATION	1/10/2005	Color Copy Paper	\$9.99
23673	32	RENSSELAER REPUBLICAN	1/10/2005	Annual Newspaper Subsc-Rens. Lib (1/11/05) & Wh. (1/10/05)	\$217.00
23674	33	RUSSELL R. SESSIONS	1/10/2005	DeM. Lib Snow Removal (12/20, 12/21, 12/22/04)	\$660.00
23675	34	SECURITY COURIERS CORP.	1/10/2005	Transport Service b/w branches, 12/3-12/24/04	\$1,078.20
23676	35	SPRINT YELLOW PAGES	1/10/2005	Directory Charges-Jan '05	\$76.75
23677	36	SUDANCO AFFORDABLE ALTE	1/10/2005	\$1 Day Fine Labels, Fl. Red (2 rolls)	\$24.40
23678	37	TERRY J. FERRELL	1/10/2005	Wh. Lib. Parking Lot Snow Removal, 12/20, 12/23, 12/27/04.	\$120.00
23679	38	THOMSON GALE	1/10/2005	Newsmakers 05 (Continuations) Book	\$179.97
23680	39	TOWN OF WHEATFIELD SEW	1/10/2005	Sewer Charge-Wh. Lib. Jan'05	\$41.05
23681	40	TYSEN'S COUNTRY GROCERY	1/10/2005	DeM. Ch. Program Supply	\$5.95
23682	41	WEBBALANCED TECHNOLOGI	1/10/2005	Qtly Internet Filtering Service-Jan-Mar '05	\$360.00
23683	42	WORLD BOOK INC.	1/10/2005	WB 2005 Space Encyclopedia, 22v	\$809.00

Number	Number	Name of Claimant	Date	Explanation	Total
150037	43	GOUGH, INC.	1/10/2005	Dec'04 Pymt - Masonry, Stone, Asphalt work, Insulation, Eifs, Doors, Hardware, Walls, Ceiling, Plmbg, Electrical, HVAC	\$376,652.00
150038	44	JASPER COUNTY PUBLIC LIBR	1/10/2005	Construction Retainage ESCROW-Dec'04	\$140,768.00
23684	45	INDIANA STATE LIBRARY	1/10/2005	PLAC Card Sales-4th Qtr. 2004 @ DeM. Library	\$26.00
23685	46	PUBLIC EMPLOYEES' RETIRE	1/10/2005	PERF-4th Qtr 2004 Contributions	\$19,062.55
0	47	PAYROLL	1/10/2005	PAYROLL	\$38,546.82
0	48	IRS USA TAXPAYMENT	1/11/2005	EFT-FICA & Federal Tax withheld 10 JAN 05 Payroll	\$8,722.62
0	49	INDIANA DEPARTMENT OF RE	1/20/2005	EFT - State & County tax w/held Dec 2004	\$2,880.35
23686	50	LA-PORTER FEDERAL CREDIT	1/10/2005	Credit Union Deductions 10 JAN 05 Payroll-Jung, Davis, Stringfellow	\$620.00
23687	51	ING	1/10/2005	Indiana Deferred Comp Plan w/held from 10 JAN 05 Payroll	\$2,370.55
23688	52	TOWN OF DEMOTTE	1/10/2005	Sewer Service-DeM. Lib., Nov'04	\$64.60
23689	53	VISION SERVICE PLAN- (IN)	1/10/2005	VSP Insurance-January 2005 premium	\$128.02
23690	54	NIPSCO	1/10/2005	Wh. Library Utilities- 12/3/04-1/4/05; Sec. Light 11/12-12/14/04	\$1,538.02
23691	55	SPRINT	1/10/2005	Payphone @ Rens. Lib., Jan'05	\$51.46
0	56	PAYROLL	1/25/2005	PAYROLL	\$34,623.03
23692	57	AFLAC	1/25/2005	Supplemental Ins-January '05 Premium	\$212.81
23693	58	ANTHEM LIFE	1/25/2005	Life Insurance-25 Employees Feb '05	\$92.43
23694	59	CITY OF RENSSELAER	1/25/2005	Rens. Utilities 12/9/04-1/10/05	\$3,747.63
23695	60	ING	1/25/2005	Indiana Deferred Comp Plan w/held from 25 JAN 05 Payroll	\$2,370.55
23696	61	LA-PORTER FEDERAL CREDIT	1/25/2005	Credit Union Deductions 25 JAN 05 Payroll-Jung, Davis, Stringfellow	\$620.00
23697	62	NIPSCO	1/25/2005	Dem. Utilities 12/8/04-1/10/05	\$3,430.14
23698	63	SPRINT	1/25/2005	Wh. Telephones-Local Service	\$139.29
23699	64	SPRINT	1/25/2005	Long Distance calls 12/8/04-1/7/05	\$43.91
0	65	JASPER COUNTY PUBLIC LIBR	1/20/2005	6-month CD#3004279 Matured	\$150,000.00
0	66	JASPER COUNTY PUBLIC LIBR	1/20/2005	6-month CD#3004260 Matured	\$300,000.00
0	67	JASPER COUNTY PUBLIC LIBR	1/20/2005	6-month CD#300452 matured	\$300,000.00
0	69	JASPER COUNTY PUBLIC LIBR	1/20/2005	6-month CD#3004244 Matured	\$300,000.00
0	70	JASPER COUNTY PUBLIC LIBR	1/20/2005	6-month CD#3004236 Matured	\$300,000.00
0	71	IRS USA TAXPAYMENT	1/26/2005	EFT-FICA & Federal Tax withheld 25 JAN 05 Payroll	\$7,621.46

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$2,035,688.81

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 31, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$2,035,688.81**

Date this 14 day of February, 2005.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5a

Receipt Breakdown

January 31, 2005

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
NES & FEES:			\$3,374.00	\$3,374.00
DeMotte	\$1,139.66	\$1,139.66		
Rensselaer	\$1,571.52	\$1,571.52		
Wheatfield	\$662.82	\$662.82		
PHOTOCOPIES:			\$618.04	\$618.04
DeMotte	\$270.00	\$270.00		
Rensselaer	\$237.59	\$237.59		
Wheatfield	\$110.45	\$110.45		
CARDS:			\$0.00	\$0.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$0.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$957.04	\$957.04
Checking/Repurchase/Savings	\$957.04	\$957.04		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$2,307.79	\$2,307.79
Rebates/Refund	\$272.68	\$272.68		
Insurance Claim	\$0.00	\$0.00		
Refunds-Bk, AV, Subscriptions	\$0.00	\$0.00		
Reimbursements	\$0.00	\$0.00		
Computer/Technology Rebates	\$0.00	\$0.00		
Recycling	\$0.00	\$0.00		
Misc. Sale	\$0.00	\$0.00		
Hispanic Grant Reimbursement	\$2,035.11	\$2,035.11		
TOTAL OPERATING FUND RECEIPTS.....			\$7,256.87	\$7,256.87
PLAC FUND:			\$28.00	\$28.00
GIFT FUNDS:			\$229.91	\$229.91
DeMotte	\$219.91	\$219.91		
Rensselaer	\$0.00	\$0.00		
Wheatfield	\$10.00	\$10.00		
LIB. IMPROV. RESERVE FUND: Oper.Transfer.....			\$88.15	\$88.15
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
CAGIT Spec.Distribution (was in OP Fund)	\$0.00	\$0.00		
Transfer from OPER. (Excess)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$29.74	\$29.74
Interest Earned	\$29.74	\$29.74		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:			\$0.00	\$0.00
VY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$13,900.47	\$13,900.47
Int. Earned(Chkg.,CD's,Escrow)	\$13,900.47	\$13,900.47		
Bond	\$0.00	\$0.00		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$21,533.14	\$21,533.14

WITHHOLDING ACCOUNT FUNDS:

			\$26,116.62	\$26,116.62
FIT Tax Collected	\$5,665.94	\$5,665.94		
FICA Collected	\$5,339.07	\$5,339.07		
State Tax Collected	\$2,381.04	\$2,381.04		
County Tax Collected	\$627.07	\$627.07		
Deferred Comp Plan	\$4,741.10	\$4,741.10		
#125 Pre-tax Plan	\$3,377.42	\$3,377.42		
Life/Health Insurance	\$32.31	\$32.31		
PERF	\$2,712.67	\$2,712.67		
Credit Union	\$1,240.00	\$1,240.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$47,649.76	\$47,649.76

Voucher List
Jasper County Public Library

Report Date: From 2/1/2005 To 2/14/2005

<i>Varrant</i> Number	<i>Claim</i> Number	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	72	PAYROLL	2/10/2005	PAYROLL	\$37,665.07
23700	73	ANTHEM BLUE CROSS AND B	2/10/2005	Health Insurance Jan & Feb '05	\$15,658.80
23701	74	INCOLSA	2/10/2005	PC Troubleshooting-1/21/05-Mays;Comp. in Libraries-3/16-3/18/05, Evers, Maxwell	\$380.00
23702	75	ING	2/10/2005	Indiana Deferred Comp Plan w/held from 10 Feb 05 Payroll	\$2,370.55
23703	76	JOURNAL AND COURIER	2/10/2005	Annual Subscription 2/17/05-2/15/06;Rens	\$143.00
23704	77	LA-PORTER FEDERAL CREDIT	2/10/2005	Credit Union Deductions 10 FEB 05 Payroll-Jung, Davis, Stringfellow	\$620.00
23705	78	NORTHWESTERN INDIANA TE	2/10/2005	DeM. Telephones, Feb'05 Local Service	\$139.97
23706	79	POST TRIBUNE PUBLISHING, I	2/10/2005	Annual Subscription 2/2/05-2/2/06;Rens	\$80.60
23707	80	TOWN OF DEMOTTE	2/10/2005	Sewer Service-DeM. Lib., Dec'04	\$64.60
23708	81	TOWN OF WHEATFIELD SEW	2/10/2005	Sewer Charge-WWh. Lib. Feb'05	\$41.05
23709	82	VISION SERVICE PLAN- (IN)	2/10/2005	VSP Insurance-February 2005 premium	\$113.74
0	83	IRS USA TAXPAYMENT	2/11/2005	EFT-FICA & Federal Tax withheld 10 FEB 05 Payroll	\$8,368.80
23710	85	A.E. BOYCE CO., INC.	2/14/2005	1099 Carbonless Forms	\$7.47
23711	86	ABC AUDIOBOOKS FOR CHILD	2/14/2005	Audiobook-Charlie Bone and the Invisible Boy	\$28.80
23712	87	ACE HARDWARE	2/14/2005	5 Gallon Bucket for Fish Tank Water-Carpet project	\$27.93
23713	88	ALCO DISCOUNT STORE #290	2/14/2005	Children's Chess Program Supplies-Dem	\$11.44
23714	89	AMAZON.COM CREDIT	2/14/2005	Books	\$228.77
23715	90	AUGUST HOUSE PUBLISHERS	2/14/2005	Audiobooks	\$25.76
23716	91	ASI AUTHORHOUSE	2/14/2005	Book	\$20.25
23717	92	BAKER & TAYLOR	2/14/2005	Books,Continutations, AY, Gift Books, AV Material	\$11,776.56
23718	93	BARNES & NOBLE	2/14/2005	Audiobooks, Books,CD's	\$358.48
23720	94	BIERMA HARDWARE, INC.	2/14/2005	Shovel & Scissors	\$19.35
23721	95	ALA/BOOKLIST	2/14/2005	2 Subscriptions to 2/15/06	\$169.90
23722	96	BOWKER	2/14/2005	Book-Guide to Characters in Fiction	\$189.00
23723	97	CHARLOTTE FAGEN	2/14/2005	Mileage-Mngmt Mtg., CD Cabinet	\$29.16
23724	98	CULLIGAN	2/14/2005	Water & Cooler Rental-Feb'05 (Wh. Lib.)	\$45.60
23725	99	CYNTHIA RANSFORD	2/14/2005	Mileage-Walking books	\$27.51
23726	100	DEMCO	2/14/2005	Labels & Norbond Adhesive	\$313.90
23727	101	DIANA KOOY	2/14/2005	Mileage-Bank Deposits, Mngmt Mtg	\$34.59
23728	102	DIANE OPOLSKI	2/14/2005	Mileage-AV Purchases	\$28.76
23729	103	ELLISON EDUCATIONAL EQUI	2/14/2005	Die cuts-Tree, Pilgrim hat, Snow hat	\$115.50
23730	104	FACTS ON FILE, INC.	2/14/2005	Career Guidance Center 1/18/05-1/18/06	\$506.14
23731	105	FASE'S WATER TREATMENT	2/14/2005	6 Bags Redout	\$61.50
23732	106	GA FOODS GROUP	2/14/2005	Adult Program supplies-Ren	\$18.99
23733	107	GAIL JUNG	2/14/2005	Wheatfield Petty Cash-postage	\$22.20
23734	108	GAIL JUNG	2/14/2005	Labels-Wheatfield Library	\$6.70
23735	109	GAYLORD BROS.	2/14/2005	CD Cases, Magazine File Boxes	\$152.16
23736	110	GREGORY D. McKNIGHT	2/14/2005	Cleaned 21 Children's & 45 Adult Chairs-Dem	\$377.25
23737	111	HERITAGE OFFICE PRODUCT	2/14/2005	Service Contract Mila Copier-Dem, 3 Hole Punch	\$809.76
23738	112	HIGHSMITH CO. INC.	2/14/2005	Spine Label Sets	\$104.96
23739	113	HP PRODUCTS CORP.	2/14/2005	Floor Mat, Returned Mop Head	\$56.08
23740	114	HSBC BUSINESS SOLUTIONS	2/14/2005	CD's & CD Rom's	\$532.70
23741	115	INDIANA CHAMBER	2/14/2005	Books	\$492.00
23742	116	INDIANA GRANTMAKERS ALLI	2/14/2005	Book-Directory of Indiana Grantmakers	\$200.00
23743	117	INGRAM	2/14/2005	Books	\$109.51
23744	118	INSPIRATIONAL DISTRIBUTOR	2/14/2005	Books	\$44.88
23745	119	JEAN KALUF	2/14/2005	Mileage-deliver posters	\$5.67

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
23746	120	JENNIFER L. EVERS	2/14/2005	Mileage-Inventory, Discussion Group	\$74.11
23747	121	JILL TACHTIRIS	2/14/2005	Book-Master the GED; Mileage-INCOLSA Wkshp, Tech Services	\$108.21
23748	122	JR'S CUSTOM CABINETS, INC.	2/14/2005	Deposit on CD Cabinet-Dem	\$300.00
23749	123	KATHRYN WEED	2/14/2005	Mileage-Database Wkshp, Literacy Mtg	\$35.64
23750	124	KOLORTECH, INC.	2/14/2005	Fluorescent Lightbulbs	\$356.61
23751	125	KONE, INC.	2/14/2005	Elevator Maintenance 1/1/05-3/31/2005	\$393.39
23752	126	LANDMARK AUDIOBOOKS	2/14/2005	Audiobook CD Plan Upgrade	\$84.00
23753	127	McGOWAN INSURANCE GROU	2/14/2005	Directors & Officers Risk Indemnity Policy #6802-0728	\$1,875.00
23754	128	MIDWAY ELECTRONICS, INC.	2/14/2005	Pager Service-2/16/05-2/16/06	\$204.00
23755	129	MOOLENAAR SUPREME LAW	2/14/2005	Lawn Care Service 2005	\$825.00
23756	130	MOVIE LICENSING USA	2/14/2005	Annual Copyright Compliance to 2/1/06	\$480.00
23757	131	NASCO	2/14/2005	Postcard Set & Memory Calligraphy Set-Rens Program	\$26.61
23758	132	NIPSCO	2/14/2005	Wheatfield Utilities 1/4/05-2/3/05	\$1,631.75
23759	133	OCLC	2/14/2005	Spanish Grant Material	\$382.72
23760	134	OCLC NETLIBRARY	2/14/2005	NetLibrary OnLine Audiobooks database + RIO player, 1/1/05-12/31/05	\$2,500.00
23761	135	PATTY STRINGFELLOW	2/14/2005	Mileage-Lead In, Stf Training, Planning Mtg.	\$95.58
23762	136	PEGGY WOODS	2/14/2005	Mileage-Inventory	\$53.46
23763	137	POSTMASTER GENERAL	2/14/2005	Stamps; 2000-.37, 40-\$1.00	\$780.00
23764	138	PRECISION CONTROL SYSTE	2/14/2005	Quarterly Maintenance Jan - Mar '05	\$1,305.00
23765	139	PROQUEST INFORMATION & L	2/14/2005	Microfilm Rens. Republican	\$78.88
23766	140	QUILL CORPORATION	2/14/2005	Paper, Image Drum, Ink Cartridges, Stapler, Correction tape, Binders, Labels	\$979.18
23767	141	RACHAEL CAVINDER	2/14/2005	Mileage-Junior Achievement, Mngmt Mtg	\$17.01
23768	142	RECORDED BOOKS, LLC	2/14/2005	Audiobooks, CD Album Ring Binders, CD Sleeves	\$631.20
23769	143	REGENT BOOK CO., INC.	2/14/2005	BH&G Kitchen/Bath-Jan/Feb	\$12.97
23770	144	RUSSELL R. SESSIONS	2/14/2005	Demotte Library Snow Removal 1/6/05-1/23/2005	\$1,455.00
23771	145	SAINT JOSEPH COLLEGE	2/14/2005	Work Study Program-Elizabeth Scholl 8/22/04-12/11/04	\$247.67
23772	146	SANDRA S. GERSBACH	2/14/2005	Mileage-Spanish Grant Materials	\$125.96
23773	147	SCHNAIBLE SERVICE & SUPPL	2/14/2005	T.P., Kleenex, Paper Towels, Trash Liners, Hand Sanitizer	\$397.73
23774	148	SECURITY COURIERS CORP.	2/14/2005	Transport Service b/w branches, 12/31/04-1/28/05	\$1,414.25
23775	149	SPRINT	2/14/2005	Payphone @ Rens. Lib., Feb'05	\$51.16
23776	150	SPRINT YELLOW PAGES	2/14/2005	Directory Charges-Feb '05	\$76.75
23777	151	SUDANCO AFFORDABLE ALTE	2/14/2005	ILL Labels	\$20.40
23778	152	THOMSON GALE	2/14/2005	Books	\$1,009.13
23779	153	TLC HOME IMPROVEMENTS, L	2/14/2005	Snow Removal 11/24/04-1/30/05	\$1,007.50
23780	154	TRU-GREEN CHEMLAWN	2/14/2005	14 Bags of Ice Melt	\$140.00
23781	155	TYSEN'S COUNTRY GROCERY	2/14/2005	Mop Heads, Bowl Cleaner, Stain Remover, Blades	\$26.32
23782	156	UNIQUE MANAGEMENT SERVI	2/14/2005	Initial & Secondary Placements Dec '04 & Jan '05	\$514.90
23783	157	USA TODAY	2/14/2005	Annual Subscription to 3/18/06-Rens	\$130.00
23784	158	VERIZON	2/14/2005	Portage/Valpo Telephone Directories	\$64.87
23785	159	VERONICA RODRIGUEZ	2/14/2005	Translation-Spanish Grant Materials	\$170.00
23786	160	VIKING OFFICE PRODUCTS	2/14/2005	Paper, Labels, Calendar, Cartridge	\$106.03
23787	161	WAL-MART COMMUNITY BRC	2/14/2005	Dust Pans, Wipes, Adult & Children's Program Supplies-Ren, Batteries, Air Fresheners	\$65.65
23788	162	ZIESE PLUMBING, HEATING, &	2/14/2005	Replace Faucet Cartridge & Aerato; Remove Bypass Valve on Staff Hot Water Heater @ Rens.	\$175.46
150039	163	GOUGH, INC.	2/14/2005	Jan '05 Work Completed	\$237,200.00
150040	164	JASPER COUNTY PUBLIC LIBR	2/14/2005	Construction Retainage ESCROW-Jan'05	\$141,118.00
150041	165	LEE COMPANY, INC.	2/14/2005	Bonds & Insurance for Equipment Contractor	\$2,745.00
150042	166	MARGARET MILBOURN	2/14/2005	Upholstery-1 Lounge Chair, 1 Dark Chair	\$190.00
150043	167	TROYER GROUP, INC.	2/14/2005	Dec '04 Architect Fees	\$3,543.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$487,830.92

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, February 08, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$487,830.92**

Date this 14th day of February, 2005.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

MAR

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting
Monday, March 14, 2005, 7:00 PM
Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of January meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Policy Review (R 7-R14)

General Business

- A. Annual report of Rensselaer Librarian
and Youth Services Librarian
- B. LSTA Grant Contract
- C. Wheatfield Building Project (R 19)
Movers (R 15)
Electrostatic painting (R 15)
- D. Director search (R 18)
- E. NILBA Dinner (R 18)

Information

Action

Action

Action

Discussion

Discussion

Director's Report (R 15 – R 18)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes
Jasper County Public Library Board of Trustees
7:00 PM

February 14, 2005
Rensselaer Library

Present: Anne-Marie Egan, Mark Heinig III, Tim Schultz Jr., Mike Crawford, Sue Deardorff, Mari Anne Sayler, Lynn Daugherty, Gail Jung. **Absent:** Joan Floyd

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items, namely, Minutes of the January 10th Board Meeting, January bills and financial reports, changes as recommended by the Policy Committee to the LCD Projector Policy, Employee Code of Ethics, Circulating CD-Rom Policy, and Circulation Policy, and an application for the Digitization Grant Proposal were unanimously approved on a motion by S. Deardorff, seconded by A-M Egan.

Technical Services Librarian Annual Report: Jen Evers, Tech Services Librarian, reported on the achievements of her department in 2004 and on future goals. Highlights were a TLC upgrade, Serials (periodicals) module and Acquisitions module, repackaging of CD-ROMS, adding Fictitious Characters to subject headings. The department set a record for number of items cataloged in a year. The Acquisitions module was found to be labor-intensive and has been returned for a prorated refund. She also added new features to webpage and offered patron remote authentication to databases. Attendance at PLA, OVGTSL, TLC User Groups, and T.S. Counterparts Meetings provide a wealth of knowledge that is then translated into better services to the library. In 2005 her department will inventory the children's collections, install a TLC upgrade, assist in the digitization project, cataloging online audio books, improve webpage design, continue with repackaging non-print materials and re-labeling books for easier patron access.

Systems Administrator Annual Report: Our SA, Sheila Maxwell, has had a tremendously busy year as well. Workshops (Automation Counterparts, NICCL, CIL, INCOLSA Technology Update, IHETS Tech Summit, etc.) have been an important source for keeping informed of the ever-changing world of computers, servers, networks, software, hardware, anti-virus protection, firewalls, etc. We purchased our first color laser printer/scanner, a third digital camera for use at Wheatfield Library, five flash drives (alternative to floppy disk drive), and Norton Ghost software. NetMail, a direct mail server, was installed as a more reliable vehicle to manage email. SofTrack metering software is replacing Centameter, and a new Cisco firewall will provide greater security to the library's servers. WebBalanced filtering was installed on all PC's for CIPA compliance. Staff PCs were converted from Office97 to Office2003 and all

WIN95's have been or will be replaced in 2005 with WIN98, 2000 or XP. The old PC's will be configured to their original settings and put up for sale this spring. Applying for USF grant is a very time-consuming and intense process but pays big discounts if we qualify. Stricter guidelines, new rules, new forms, etc. have made it even more difficult this year. We have received telecommunication discounts of about 60% each year. Sheila has also been assisting in preparation for installation of cabling at the new Wheatfield Library. The portable computer lab will finally become a reality. Along with the move will be a DSL connection which should prove to be faster and less expensive than the present 256kb. We also have recently contracted with ComCast for a cable connection at DeMotte for this spring. This too is expected to provide a faster, cheaper and more trouble-free service.

Wheatfield Building Project: Contractor and Architect are working on updating the completion schedule. It appears they are about a month ahead of schedule. We are anxious to get shelving ordered to coordinate with this schedule. Punch list will be completed before any furnishings are allowed into building.

Sale of present Wheatfield Library: Concern over water rights lingers. In studying the original agreement there is nothing in it that states or implies the school has the right to revoke water rights if the library should sell the property. The board discussed whether to seek other options to obtain water, such as seeking an easement from the school for a well, dispute water issue, check on the legality of installing an indoor well, or sell as is. Two not-for-profit organizations have expressed an interest in the building. On a motion by S, Deardorff, seconded by A-M Egan, the board approved hiring two appraisers to appraise the real estate with accessible water and to appraise without water. Motion passed. The board asked if our project representative, C. Spurgeon, might have some contacts at the building site for alternative solutions.

Library Statistics Reporting: The general consensus of the board was to continue to include the number of hours devoted to a task and tweak areas where there may be inflated figures to make them closer to actual time spent.

Donation Request Letter: M. Heinig moved, seconded by A-M Egan, to send out a donation request letter from the Board. Vote was 4-1 with M. Sayler voting against.

Director's Job Description: A revised job description was approved with a few changes in wording, on a motion by T. Schultz, seconded by M. Heinig.

Director Search: The board felt a responsibility to seek possible candidates both within and outside the library as suggested in Option 2. On a motion by M. Sayler, seconded

by S. Deardorff, the board set the minimum wage at \$45,000 plus benefits. The director, with help from S. Deardorff and M A Sayler, will draft a job advertisement, to be approved at the March meeting. The job will be advertised in-house, at several library schools, in local newspapers and in the Indiana Library Federation newsletter, with a July closing date for applications.

Wine & Cheese Reception: The board voted to approve a wine and cheese reception to be held in connection with a centennial celebration concert this fall on a motion by A-M Egan, seconded by M. Heinig.

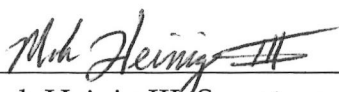
ILF and NILBA Meetings: Deadline for registering for the ILF Conference is March 3. The NILBA Dinner is scheduled for March 30th at the Chesapeake Run Golf Course. INCOLSA Executive Director Michael Piper will be the featured speaker.

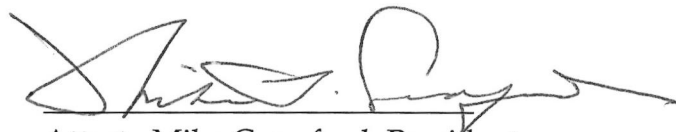
Building Insurance: The board asked the Library Director to seek bids this year from local agents for building insurance.

Automated Phone System: With the Wheatfield Library closer to completion, we are looking at several automated phone systems with limited voice mail capabilities for our libraries. Phones will still be answered by staff. If an employee is away from her desk, voice mail messaging will be offered. One system will be selected to be used at all three libraries. The board budgeted money for an automated phone system for DeM and Rens Libraries in 2005 from the Capital Projects Fund.

CD Investments: A-M Egan expressed appreciation for the Business Manager's careful investing for a great return on our Certificate of Deposits.

Adjournment: With no further matters for discussion, the meeting was adjourned at 9:03 PM on a motion by M. Sayler, seconded by S. Deardorff.


Mark Heinig III, Secretary


Attest: Mike Crawford, President

February 2005

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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
14,477	14,598	12,726	12,673	8,969	9,045
16,200	15,896	22,257	22,259	8,332	8,288
Fiction					
Nonfiction					
CHILDREN'S BKS					
11,936	11,975	13,013	13,026	6,786	6,839
9,058	9,042	7,615	7,571	3,934	3,947
Fiction					
Nonfiction					
YA BOOKS					
1,733	1,749	2,388	2,413	1,386	1,399
586	595	410	395	83	84
Fiction					
Nonfiction					
Magazines,Adult					
Magazines, Child					
Games, Toys					
0	0	140	140	0	0
1,696	1,720	2,614	2,616	1,664	1,695
419	430	445	456	297	299
Sound Rec/Adult					
Sound Rec/Child					
25	25	16	16	1	1
Online Databases					
269	270	368	367	211	211
Software					
0	0	Vertical Files			
1,933	1,964	3,239	3,130	1,214	1,253
VHS/DVD					
119	119	142	142	57	57
Equipment					
58,451	58,383	65,373	65,204	32,934	33,118
TOTAL					

CIRCULATION BY HOLDINGS CODE
February 2005

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)				0
Award Winner JE (DAJE)	6			6
Award Winner JFIC (DAJFIC)	6			6
Award Winner JNF (DAJNF)	1	1		2
Award Winner JPFIC (DAJBPF)	1			1
Award Winner YAFIC (DAYAF)	1			1
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	27	3	2	32
Books on CD (DBKCD)	52	6	2	60
Books on Tape (DBKT)	61	3	4	68
Compact Disc (DCD)	268	13	4	285
DVD	656	4	1	661
Equipment (DEQP)	1			1
See librarian (DERR)				0
Express Book (DEXP)	30			30
Fiction (DFIC)	984	45	33	1062
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	186			186
Juv. Biography (DJBIO)	28	2	1	31
Juv. Book on CD (DJBKCD)	3			3
Juv. Book on Tape (DJBKT)	39		1	40
Juv. Compact Disc (DJCD)	28		3	31
Juvenile Easy (DJE)	707	10	33	750
Juv. Easy Reader (DJER)	157	1	5	163
Juv. Fiction (DJFIC)	115	3	5	123
Juv. Holiday books (DJHOL)	25			25
Juv. Magazine (DJMAG)	71	1		72
Juv. Music Cassette (DJMC)	2			2
Juv. Nonfiction (DJNF)	369	4	25	398
Juv. Nonfic Text Bk (DJNFTB)	2			2
Juv. Paperback fic (DJPBF)	126	8	4	138
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	80	4	1	85
Large Print Nonfic (DLPNF)	8		1	9
Magazine (DMAG)	712	5	3	720
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	839	28	37	904
Nonfiction VHS (DNFVHS)	72	1		73
Professional Coll. (DPROF)	1			1
Parent Shelf Juv. Fic (DPSJFic)	1			1
Parent Shelf Juv. NF (DPSJNF)	19	1		20
Parent Shelf Ref (DPREF)				0
Reference (DREF)	2			2
Ref. Magazine (DRMAG)				0

Reference Software (DRSW)				0
Spanish Collection (DSPA)	14	12	3	29
Software (DSWAR)	82			82
Vertical File (DVF)	8			8
VHS	548	8		556
YA Biography (DYAB)	3			3
YA Books on CD (DYABKCD)	1			1
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	33			33
YA Nonfiction (DYANF)	15		3	18
YA Paperback Fic (DYAPBF)	67	1	7	75
Award Winner JBIO (RAJBIO)		1		1
Award Winner JE (RAJE)		10		10
Award Winner JFIC (RAJFIC)		3		3
Award Winner JNF (RAJNF)				0
Award Winner JPFIC (RAJPBF)		1		1
Award Winner YAFIC (RAYAF)		10		10
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	6	95	1	102
Books on CD (RBKCD)	1	97	4	102
Books on Tape (RBKT)	4	149	2	155
Compact Disc (RCD)	1	389	2	392
DVD	11	1770	4	1785
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		80		80
Fiction (RFIC)	27	1401	31	1459
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		2		2
Internet (RINTER)		805		805
Juv. Biography (RJBIO)		69		69
Juv. Book on CD (RJBKCD)		11		11
Juv. Book on Tape (RJBKT)	7	68		75
Juv. Compact Disc (RJCD)		28		28
Juvenile Easy (RJE)	2	1268	9	1279
Juv. Easy Reader (RJER)	2	292		294
Juv. Fiction (RJFIC)	2	312	6	320
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		19		19
Juv. Music Cassette (RJMC)		5		5
Juv. Nonfiction (RJNF)	18	791	6	815
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	3	193	2	198
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	5	71	1	77
Large Print Nonfic (RLPNF)		4		4
Magazine (RMAG)	1	299		300
Music Cassette (RMCAS)		3		3
Nonfiction (RNFIC)	42	1112	25	1179

Nonfiction VHS (RNFVHS)	3	117		120
Professional Coll. (RPRO)		1		1
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)				0
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	5	143		148
Software (RSWAR)		123	1	124
Vertical File (RVF)		2		2
VHS	5	954	3	962
YA Biography (RYAB)		16		16
YA Books on CD (RYABKCD)		1		1
YA Books on Tape (RYABKT)		8		8
YA Fiction (RYAF)		144	1	145
YA Nonfiction (RYANF)	3	94	1	98
YA Paperback Fic (RYAPBF)		99	3	102
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)			2	2
Award Winner JFIC (WAJFIC)			2	2
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	3	3	17	23
Books on CD (WBKCD)		3	72	75
Books on Tape (WBKT)	7	2	34	43
Compact Disc (WCD)	7	20	197	224
DVD	4	1	694	699
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			27	27
Fiction (WFIC)	21	31	602	654
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			299	299
Juv. Biography (WJBIO)	1	1	21	23
Juv. Book on CD (WJBKCD)	1		2	3
Juv. Book on Tape (WJBKT)	2		17	19
Juv. Compact Disc (WJCD)			1	1
Juvenile Easy (WJE)	1	6	711	718
Juv. Easy Reader (WJER)			138	138
Juv. Fiction (WJFIC)	4	7	113	124
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			31	31
Juv. Music Cassette (WJMC)				0
Juv. Nonfiction (WJNF)	15	7	356	378
Juv. Nonfic Text Bk (WJNFTB)				0

Juv. Paperback fic (WJPBF)	2	1	88	91
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	7	5	27	39
Large Print Nonfic (WLPNF)		1	5	6
Magazine (WMAG)			205	205
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	30	17	512	559
Nonfiction VHS (WNFVHS)			25	25
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)	5	4	17	26
Software (WSWAR)	1	1	105	107
Vertical File (WVF)			1	1
VHS	3		506	509
YA Biography (WYAB)			3	3
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)				0
YA Fiction (WYAF)	1	1	28	30
YA Nonfiction (WYANF)	2	1	31	34
YA Paperback Fic (WYAPBF)			25	25
TOTAL	6722	11336	5194	23252

**CIRCULATION BY HOLDINGS CODE
MM YY**

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	1	0	1
Award Winner JE (AJE)	6	10	2	18
Award Winner JFIC (AJF)	6	3	2	11
Award Winner JNF (AJNF)	1	1	0	2
Award Winner JPFIC (AJPF)	1	1	0	2
Award Winner YAFIC (AYAF)	1	10	0	11
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	36	101	20	157
Books on CD (BKCD)	53	106	78	237
Books on Tape (BKT)	72	162	40	274
Compact Disc (CD)	276	422	203	901
DVD	671	1775	699	3145
Equipment (EQP)	1	0	0	1
See librarian (ERR)	0	0	0	0
Express Book (EXP)	30	80	27	137
Fiction (FIC)	1032	1477	666	3175
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	2	0	2

Internet (INTR)	186	805	299	1290
Juv. Biography (JBIO)	29	72	22	123
Juv. Book on CD (JBCD)	4	11	2	17
Juv. Book on Tape (JBKT)	48	68	18	134
Juv. Compact Disc (JCD)	28	28	4	60
Juvenile Easy (JE)	710	1284	753	2747
Juv. Easy Reader (JER)	159	293	143	595
Juv. Fiction (JFIC)	121	322	124	567
Juv. Holiday (JHOL)	25	0	0	25
Juv. Magazine (JMAG)	71	20	31	122
Juv. Music Cassette (JMC)	2	5	0	7
Juv. Nonfiction (JNF)	402	802	387	1591
Juv. Nonfic Text Bk (JNFT)	2	0	0	2
Juv. Paperback fic (JPBF)	131	202	94	427
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	92	80	29	201
Large Print Nonfic (LPNF)	8	5	6	19
Magazine (MAG)	713	304	208	1225
Music Cassette (MCAS)	0	3	0	3
Nonfiction (NFIC)	911	1157	574	2642
Nonfiction VHS (NFVH)	75	118	25	218
Professional Coll. (PROF)	1	1	0	2
Parent Shelf Juv. Fic (PJF)	1	0	0	1
Parent Shelf Juv. NF (PSJNF)	19	1	0	20
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	42	86	21	149
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	24	159	20	203
Software (SWAR)	83	124	106	313
Vertical File (VF)	8	2	1	11
VHS	556	962	509	2027
YA Biography (YAB)	3	16	3	22
YA Books on CD (YABKCD)	1	1	0	2
YA Books on Tape (YABKT)	0	8	0	8
YA Fiction (YAF)	34	145	29	208
YA Nonfiction (YANF)	20	95	35	150
YA Paperback Fic (YAPBF)	67	100	35	202
				0
Free reads	86	476	90	652
Games/Puzzles				0
Talking books		17		17
Assignment Shelf Books				0
TOTAL	6848	11923	5305	24076

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1240	2113	812	4165
Nonfiction	1022	1509	641	3172

CHILDREN'S BOOKS

Fiction	1135	2115	1118	4368
Nonfiction	478	877	409	1764
YA BOOKS				
Fiction	102	255	64	421
Nonfiction	23	111	38	172
Magazines, Adult	713	304	208	1225
Magazines, Children	71	20	31	122
Games, Toys	0	2	0	2
Sound Recordings, adult	402	719	321	1442
Sound Recordings, ch	82	112	24	218
Online databases	0	0	0	0
Software	83	124	106	313
Vertical file	8	2	1	11
VHS/DVD	1302	2855	1233	5390
Equipment	1	0	0	1
Total	6662	11118	5006	22786

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

February 2005

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	105	23	143	31	148	32	396	86
LOCAL HISTORY								
In person	2	1	6	2		0	8	2
Letters written		0	3	3		0	3	3
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	186	8	805	34	299	12	1290	54
Computer software used	24	2	55	5	15	1	94	8
VCR Use		0	2	0		0	2	0
Microforms		0	19	3		0	19	3
CD ROM/Online databases	172	14	292	24	75	6	539	45
Typewriter use		0		0	3	0	3	0
Other equipment used	1	0	3	1		0	4	1
OTHER LIBRARY SERVICES USED								
Outreach activities	21	21	45	30		0	66	44
Notarized documents	1	0	2	1	2	1	5	1
Meeting Room Use (no. of groups)	13	4	33	11	46	15	92	31
Study room use		0	1	0	7	1	8	1
Proctoring		0		0		0		0
Tax Forms distributed		0	10	0		0	10	0
Pull Requests	17	17	4	4		0	21	54
INTERLIBRARY LOANS								
Requests made for:	33		94	24	17	4	144	36
Items rec'd for:	40	20	86	43	21	11	147	74
Items requested by other libraries	1		2		2		5	
Items supplied to other libraries	1	1	2	1	2	1	5	3

REGISTRATIONS

Total Borrowers	7562	7700	3187	18449
Non-resident, paying	3	8	1	12
PLAC card users	0	2	0	2
Reciprocal borrowers	385	328	35	748
(Hispanic cards issued)		1	1	2

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
Programs for all ages	1	6	7	42	1	6	9	54
Children's Programs (0-13)	8	48	17	102	5	30	30	180
Number attending	371		270		50		691	
YA Programs (14-17)	1	6	3	18	0	0	4	24
Number attending	13		96		2		111	
Adult Programs	4	24	4	24	1	6	9	54
Number attending	86		125		19		230	
Senior Citizen Programs	5	30	7	42	1	6	13	78
Number attending	40		90		7		137	
Total Number of Programs	19	114	38	228	8	48	65	390
Total Persons Attending	510		581		78		1169	
Total Attending Same Month Last Yr.	849		463		164		1476	
Total Staff Hours Spent		225		443		132		835
Hours Spent Same Month last year		405		388		151		944
Total Number of In-House Programs	11		29					40
Total Attendance	192		439					631
Total Number of Outreach Programs	8		9					17
Total Attendance	318		142					460

CIRCULATION BY PATRON CODE

	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
PATRONS	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5063	74.3%	8224	69.5%	3862	73.0%	17149	71.7%
Corporate	69	1.0%	116	1.0%	38	0.7%	223	0.9%
Juvenile 0-11	573	8.4%	1249	10.6%	467	8.8%	2289	9.6%
Nonresident No Fee	57	0.8%	346	2.9%	210	4.0%	613	2.6%
Nonresident Fee		0.0%	17	0.1%		0.0%	17	0.1%
Reciprocal	273	4.0%	354	3.0%	6	0.1%	633	2.6%
School	6	0.1%	10	0.1%		0.0%	16	0.1%
St. Joseph College		0.0%	276	2.3%		0.0%	276	1.2%
State Library Card		0.0%		0.0%		0.0%	0	0.0%
Staff	559	8.2%	863	7.3%	418	7.9%	1840	7.7%
YA 12-17	82	1.2%	204	1.7%	127	2.4%	413	1.9%
YA-AV	129	1.9%	171	1.4%	160	3.0%	460	1.9%
Total	6811		11830		5288		23929	
All items borrowed by nonresidents	336	4.9%	1003	8.5%	216	4.1%	1555	6.5%

MEMORANDUM

Gift, Staff Complaint and Family & Medical Leave Act Policies

Summary: The Policy Committee recommends no changes in the Staff Complaint Policy. They recommend two minor additions to the Gift Policy. These additions were previously part of the gift procedure, but not the policy itself. The FMLA Policy is completely revised, based on consultation with an employment law attorney.

Discussion: There is little in the policy that is up to us.

We chose to have paid leave used as a part of FMLA leave. (FMLA is 12 weeks of unpaid leave. If we choose to let employees substitute their paid leave for the unpaid, that is our prerogative. The alternative is to let them take all of their paid leave and then begin FMLA leave which gives them 12 more weeks of leave. We have too small a staff to let staff be absent for such long periods of time.)

We also chose to require those going on Parenting Leave to use accrued vacation first, then sick leave and comp time. By requiring employees to use vacation time first, we insure that if an employee chooses not to return at the end of FMLA leave, the job is immediately open to be filled.

We chose to say that if an employee does not return to work after FMLA leave expires, JCPL may recover its share of health insurance premiums which we paid while the employee was on unpaid leave. We added that they must work 3 months after their FMLA leave or they will have to pay back what we paid on their behalf.

And that's about the extent of the portion of FMLA that we can exert any control over.

Vote: To approve the Staff Complaint Policy as written, to approve the additions to the Gift Policy and to approve the new FMLA Policy, as recommended by the Policy Committee.

Gift Policy

The Library is grateful for gifts or bequests made to the Library in the form of money, securities, property or materials.

Gifts are accepted subject to the following limitations:

1. The Library retains the right to accept or reject any gift.
2. The Library retains the unconditional ownership of the gift.
3. The Library makes all decisions on the use or other disposition of gifts it has accepted.
4. The Library reserves the right to decide, and to change, the conditions of display, housing and access to the materials.
5. Any gifts which have a maintenance impact or have a significant visual impact on the library — e.g. landscaping, equipment or large works of art, must be approved by the Library Board.
6. Donations of software will only be accepted after the donor has signed the Software Donation form.
7. The Library will not place a monetary value on any donated item, but will sign a donation acknowledgment on which the donor has placed his/her own value on the item.

3/03; revised 3/05

Family and Medical Leave Policy

To balance the demands of high quality service and the needs of family, Jasper County Public Library ("JCPL") provides leaves of absence to eligible employees for certain family and medical reasons. This policy is intended to comply with a federal law known as the Family and Medical Leave Act of 1993 ("FMLA"). This law basically protects the job and benefits of eligible employees for the 12 weeks of FMLA leave.

Eligibility

An "eligible employee" of JCPL may request FMLA leave. To be "eligible", an employee must have worked for JCPL, as of the date the requested leave is to begin:

- (1) for at least 12 months, and
- (2) for at least 1,250 hours during the previous 12 months.

An employee may request FMLA leave for the following reasons:

- (1) Parenting Leave. This type of leave can be taken by an employee to care for a new son or daughter, including by birth, adoption or foster care placement;
- (2) Family Medical Leave. This type of leave can be taken by an employee to care for the "serious health condition" of the employee's spouse, child, or parent; or
- (3) Employee Medical Leave. This type of leave can be taken by the employee for his or her own "serious health condition," if the condition renders the employee unable to perform his or her job functions.

The FMLA and its interpretive regulations define terms and establish rules for each of these types of leave. For example, an employee may only take Parenting Leave during the 12-month period that begins on the date of the birth, adoption or placement. In addition, for purposes of Family Medical Leave, a "parent" means the employee's biological parent or an individual who stood in the place of the employee's parent when the employee was a child. The term "parent" does not include parents-in-law. "Son or daughter" means a biological, adopted or foster child, a stepchild or legal ward of an employee, or a child who is either under age 18 or is over age 18 and incapable of self-care because of a mental or physical disability, for whom the employee stands in the place of his or her parent.

Definitions

A “*serious health condition*” is defined as an illness, injury impairment, or physical or mental condition that involves one of the following:

- In-patient care
- Incapacity for more than 3 consecutive calendar days (including weekends) and treatment 2 or more times by a health care provider (or treatment one time with a regimen of continuing treatment such as prescription medication)
- Pregnancy or prenatal care (leave for prenatal checkups or morning sickness)
- Incapacity of any length of time for a chronic/episodic serious health condition (migraine headaches, epilepsy, diabetes, chronic back condition) which requires periodic visits for treatment by a health care provider.
- a period of incapacity which is long-term or permanent due to a condition for which treatment may not be effective (such as Alzheimer’s or any terminal illness) , while under the continuing supervision of a health care provider; and
- Absence to receive one of multiple treatments (or to recover from those treatments) for either restorative surgery after an accident or other injury or a condition that would likely result in a period of incapacity of more than 3 consecutive calendar days in the absence of medical treatment – cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy) or kidney disease (dialysis)

Duration of Leave

An eligible employee is entitled to a total of 12 work weeks of leave (based on the employee’s normal hours per week) during a 12-month period. A 12-month period for purposes of FMLA leave begins on the date the employee first takes leave for any of the reasons set forth previously.

Compensation for FMLA Leave

Generally, FMLA leave is not paid. If, however, an eligible employee also has accrued paid leave (vacation, comp time, or sick leave), and if the employee’s leave request meets the requirements of that paid leave program, the employee will receive paid leave benefits at the same time as s/he is receiving FMLA leave benefits. JCPL will “substitute” paid leave for FMLA leave by counting the paid leave toward FMLA leave entitlement, in accordance with the following chart:

<u>TYPES OF LEAVE</u>		<u>SUBSTITUTION FOR</u>		
		<u>Parenting Leave</u>	<u>Family Medical Leave</u>	<u>Employee Medical Leave</u>
(1)	Sick Leave	Yes	Yes*	Yes
(2)	Comp Time	Yes	Yes	Yes
(3)	Vacation Leave	Yes	Yes	Yes

*Except that only 5 days of paid sick leave per calendar year will be available for critical care needs of a parent or child not living in the household.

Employees requesting Personal or Family Medical Leave must first use accrued paid leave. Employees requesting Parenting Leave must first use accrued vacation leave and comp time, then sick leave.

In addition, any worker's compensation absence will run concurrently with, and be counted as, FMLA leave to the extent the illness, injury, or condition would otherwise qualify the individual for FMLA leave.

An employee will be notified about the substitution of paid leave as soon as practicable after s/he requests FMLA leave.

Intermittent or Reduced Schedule Leave

An employee, under certain circumstances, may take intermittent or reduced schedule leave in increments of no less than ¼ hour. "Intermittent leave" generally means leave taken on an occasional basis for such reasons as medical treatments. "Reduced schedule leave" means a temporary, but regular, change in the employee's usual number of hours per day or hours per week.

If an employee takes a Parenting Leave, the employee is not entitled to take leave intermittently or on a reduced schedule. For Family Medical or Employee Medical Leave, the employee may take an intermittent or reduced schedule leave if it is medically necessary. An employee must provide certification that a medical need for leave exists and that the medical need can best be accommodated through an intermittent or reduced schedule leave. Employees needing intermittent FMLA leave or leave on a reduced leave schedule must attempt to schedule their leave so as not to disrupt JCPL's operations. In

addition, if an employee requests intermittent or reduced schedule leave, JCPL may require the employee to transfer temporarily to an available alternative position, with equivalent pay and benefits, for which the employee is qualified and which better accommodates intermittent or reduced schedule leaves.

Notification Requirements

An employee must notify the Business Manager of his or her desire to take FMLA leave at least 30 days before the date FMLA leave is to begin by requesting and completing a Request for Leave Form (except in cases of medical emergency or unexpected changed circumstances, in which case the employee must give notice as soon as practicable after the employee is aware that s/he needs to take FMLA leave). Request for Leave Forms can be obtained from the Business Manager. At the time an employee obtains a Request for Leave Form, the Business Manager will provide the employee with a Leave Notice explaining certain rights and responsibilities of the employee regarding FMLA leave.

If an employee requests Family Medical or Employee Medical Leave, the employee must submit a medical certification from the employee's or family member's health care provider (Form WH-380) within 15 days after the Business Manager delivers the Leave Notice and the Request for Leave Form. In the case of a request for intermittent or reduced schedule leave, the certification must also notify Business Manager of the reasons why the intermittent or reduced schedule leave is necessary and of the schedule for treatment, if applicable.

If an employee fails to give 30 days' notice for a foreseeable leave with no reasonable excuse for the delay, JCPL may deny FMLA leave until at least 30 days after the date the employee provides notice of the need for FMLA leave. After an employee submits a medical certification, JCPL may require an employee to obtain a second opinion from a provider of JCPL's choice and at its expense. In some cases, JCPL may require a third opinion from a provider selected jointly by the employee and JCPL.

During FMLA leave, an employee may be required to report periodically on his/her status and intent to return to work.

Employees on a Family Medical or Employee Medical Leave may also be required to submit to the Business Manager medical recertifications periodically during the leave period subject to the same rules as the initial medical certification. Medical

recertifications may also be required under certain specific circumstances, for example, when an employee requests an extension for a leave, when circumstances under an initial certification have significantly changed, or when an employee is unable to return to work after FMLA leave.

Upon the conclusion of an Employee Medical Leave, the employee must present certification to the Business Manager from his or her health care provider that he or she is able to return to work. Unless and until an employee provides this fitness-for-duty certification, the employee will not be able to return to work.

Continuation of Group Health/Life Plan Coverage

As a general rule, FMLA leave is unpaid leave. JCPL, however, will maintain an employee's coverage under the Employer's Health Plan on the same conditions during FMLA leave as if the employee had been employed continuously during FMLA leave period. An employee who continues health coverage must continue to pay his or her share of the premiums during FMLA leave period to maintain coverage. An employee may choose not to continue coverage. An employee's premium payment is due on the first (1st) day of each month.

JCPL's obligation to continue health coverage during FMLA leave will end if the employee's premium payment is more than 30 days late. Even if an employee does not continue health coverage during FMLA leave, JCPL will restore regular coverage if the employee returns to work. However, if an employee discontinues health coverage for longer than 62 days, when s/he returns to work, s/he will be subject to a waiting period for pre-existing conditions. This waiting period is mandated by Anthem, our insurance company, not by the library.

JCPL will also maintain an employee's life insurance during the FMLA leave.

To continue with supplemental AFLAC insurance, PERF annuity and Deferred Compensation Plan during any unpaid FMLA leave, the employee will need to make arrangements with the Business Office to continue making his/her payments.

Right to Job Restoration

An eligible employee who takes leave under the FMLA, and who returns to work before his or her annual FMLA entitlement has expired, will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of

employment. Certain salaried, key employees of JCPL may be denied restoration if their reinstatement would cause substantial and grievous economic injury to JCPL. If, during FMLA leave, a layoff or other event occurs that would have changed, or even eliminated, the employee's job had he or she not taken leave, the returning employee will have no greater rights than if the employee had been continuously employed during FMLA leave.

If an employee chooses not to return to work after his FMLA leave expires, or returns for a period of less than three (3) months, JCPL may recover its share of health insurance premiums paid on the employee's behalf during the period of unpaid FMLA leave. JCPL will seek to recover those premiums unless the employee fails to return because of (1) the continuation, recurrence, or onset of a serious health condition that would otherwise entitle the employee to FMLA leave or (2) other circumstances beyond the employee's control.

If an employee fails to return to work because of the continuation, recurrence, or onset of a serious health condition, the employee must provide a medical certification of his or her serious health condition. The employee must provide the certification within 30 days from the date JCPL requests it. If the employee does not provide the certification in a timely manner, JCPL may recover its share of the health insurance premiums paid for the employee during the entire period of unpaid FMLA leave.

Nondiscrimination/Nonretaliation Policy Statement

JCPL will not: (1) interfere with, restrain, or deny the exercise of any right provided under the FMLA; (2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA; or (3) discharge or discriminate against any person for his or her involvement in any proceeding under or relating to the FMLA.

Approved 2/98; revised 3/2005

JCPL FINANCIAL STATEMENT

February 28, 2005

	<u>Beginning 2005 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$580,559.27	\$179,129.31	\$305,053.92	\$5,090.04	\$12,346.91	\$287,852.26
Includes Investments of:						
Public Library Access Card Fund	\$26.00	\$0.00	\$26.00	\$0.00	\$28.00	\$28.00
Gift Fund	\$4,067.95	\$1,355.47	\$1,382.14	\$923.40	\$1,153.31	\$3,839.12
DeMotte	\$495.86	\$1,000.00	\$1,026.67	\$0.00	\$219.91	(\$310.90)
Rensselaer	\$2,665.70	\$355.47	\$355.47	\$923.40	\$923.40	\$3,233.63
Wheatfield	\$906.39	\$0.00	\$0.00	\$0.00	\$10.00	\$916.39
Library Improvement Reserve Fund	\$200,712.12	\$0.00	\$0.00	\$1,229.51	\$1,317.66	\$202,029.78
Includes Investments of:						
Bond & Interest Redemption Fund	\$24,412.51	\$0.00	\$0.00	\$0.00	\$0.00	\$24,412.51
Includes Investments of:						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,763.00
Transfer from OPER Fund						
Capital Projects Fund	\$2,716.20	\$0.00	\$0.00	\$0.53	\$30.27	\$2,746.47
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$24.00	\$24.00	\$24.00	\$24.00	\$0.00
Levy Excess Fund	\$18,864.54	\$0.00	\$0.00	\$0.00	\$0.00	\$18,864.54
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$2,040,731.23	\$243,678.00	\$634,854.00	\$15,343.10	\$29,243.57	\$1,435,120.80
Includes Investments of \$1,650,000						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,761.00	\$11,426.94	\$5,761.00	\$11,426.94	\$0.00
FICA Tax Collected	\$0.00	\$5,381.44	\$10,720.51	\$5,381.44	\$10,720.51	\$0.00
State Tax Collected	\$2,281.19	\$2,381.04	\$4,662.23	\$2,403.43	\$4,784.47	\$2,403.43
County Tax Collected	\$599.16	\$627.07	\$1,226.23	\$630.58	\$1,257.65	\$630.58
Deferred Comp.	\$0.00	\$4,741.10	\$9,482.20	\$4,741.10	\$9,482.20	\$0.00
#125 Pre-tax Plan	\$0.00	\$6,562.37	\$6,752.87	\$3,365.68	\$6,743.10	(\$9.77)
Employee Life Insur.	\$0.00	\$30.80	\$63.11	\$30.81	\$63.12	\$0.01
Employee P.E.R.F.	\$7,678.26	\$0.00	\$7,678.26	\$2,693.94	\$5,406.61	\$5,406.61
Credit Union	\$0.00	\$1,839.16	\$3,079.16	\$1,839.16	\$3,079.16	\$0.00
TOTAL ALL FUNDS.....	\$2,913,621.43	\$451,510.76	\$996,431.57	\$49,457.72	\$97,107.48	\$2,014,297.34

Bank Balances**Jasper County Public Library***Report as of: 2/28/2005*

<i>Bank</i>		
1	Peoples State Bank	\$370,385.10
2	Demotte State Bank	\$6,551.66
3	Peoples State Bank-LIRF Acct	\$202,029.78
4	PSB-LIRF CD#3004376	\$0.00
5	Cash On Hand	\$210.00
6	Peoples State Bank-Construction Ckg.	\$993,553.13
7	PSB-Lee Co. (Escrow)#0326100	\$350.00
8		\$0.00
9	PSB Const.- (6mon) CD#3004279	\$0.00
10	PSB Const.- (6mon) CD#3004260	\$0.00
11	PSB Const.- (6mon) CD#3004252	\$0.00
12	PSB Const.- (6mon) CD#3004244	\$0.00
13	PSB Const.- (6mon) CD#3004236	\$0.00
14	PSB Const.- (9mon) CD#3004228	\$300,000.00
15	Peoples State Bank-ESCROW Acct	\$141,217.67
Total all banks =		\$2,014,297.34

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

INVESTMENTS - 2005

F2 a

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
4/20/2005	3004228	Peoples St Bk	274 days	\$300,000.00	2.16	CONST.	7/20/2004		

CLOSED INVESTMENTS:

1/20/2005	3004279	Peoples St Bk	183 days	\$150,000.00	1.96	CONST.	7/20/2004	\$	1,482.08
1/20/2005	3004260	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$	2,964.16
1/20/2005	3004252	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$	2,964.16
1/20/2005	3004236	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$	2,964.16
1/20/2005	3004244	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$	2,964.16
2/10/2005	3004376	Peoples St Bk	181 days	\$113,232.48	1.97	LIRF	8/10/2004	\$	1,121.57

\$ 14,460.29

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 2/1/2005 To 3/4/2005

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,454.00	\$0.00	\$54,454.00	\$4,537.86	\$8,988.19	\$45,465.81	16.5
1.12 SALARY OF ASSISTANTS	\$787,808.00	\$0.00	\$787,808.00	\$62,967.45	\$125,794.27	\$662,013.73	16.0
1.13 WAGES OF JANITORS	\$51,967.00	\$0.00	\$51,967.00	\$3,226.08	\$6,638.78	\$45,328.22	12.8
1.21 EMPLOYER'S SHARE-FICA	\$64,481.00	\$0.00	\$64,481.00	\$5,381.44	\$10,720.51	\$53,760.49	16.6
1.22 UNEMPLOYMENT COMPENSATION	\$4,553.00	\$0.00	\$4,553.00	\$0.00	\$0.00	\$4,553.00	0.0
1.23 EMPLOYER'S CONTRIB.- PERF	\$43,525.00	\$0.00	\$43,525.00	\$0.00	\$11,384.29	\$32,140.71	26.2
1.24 EMPLOYER'S CONTRIB.- INS.	\$66,666.00	\$0.00	\$66,666.00	\$10,976.52	\$11,186.97	\$55,479.03	16.8
1.31 OTHER PERSONAL SERVICES	\$100.00	\$0.00	\$100.00	\$2,980.00	\$5,460.00	(\$5,360.00)	5460.0
Subtotal	\$1,073,554.00		\$1,073,554.00	\$90,069.35	\$180,173.01	\$893,380.99	16.8
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$0.00	\$900.00	\$7.47	\$7.47	\$892.53	0.8
2.12 STATIONERY AND PRINTING	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$9,200.00	\$0.00	\$9,200.00	\$1,097.51	\$1,845.51	\$7,354.49	20.1
2.21 CLEANING & SANITATION SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$347.09	\$366.52	\$4,133.48	8.1
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$663.15	\$663.15	\$3,336.85	16.6
2.31 BUILDING MATERIALS & SUPPLIES	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$28.83	\$371.17	7.2
2.41 LIBRARY SUPPLIES	\$11,700.00	\$40.74	\$11,740.74	\$1,040.76	\$1,313.71	\$10,427.03	11.2
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
Subtotal	\$33,550.00	\$40.74	\$33,590.74	\$3,155.98	\$4,225.19	\$29,365.55	12.6
<i>3. Other Services and Charge</i>							
3.13 LEGAL SERVICES	\$2,507.00	\$0.00	\$2,507.00	\$0.00	\$0.00	\$2,507.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,500.00	\$170.00	\$5,670.00	\$667.67	\$1,031.67	\$4,638.33	18.2
3.21 TELEPHONE	\$5,800.00	\$0.00	\$5,800.00	\$448.81	\$836.47	\$4,963.53	14.4
3.22 POSTAGE	\$5,500.00	\$0.00	\$5,500.00	\$802.20	\$802.20	\$4,697.80	14.6
3.23 MILEAGE	\$7,500.00	\$125.96	\$7,625.96	\$625.36	\$625.36	\$7,000.60	8.2
3.24 PROFESSIONAL MEETINGS	\$7,500.00	\$0.00	\$7,500.00	\$1,923.00	\$2,170.31	\$5,329.69	28.9
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$60.22	\$145.00	\$1,655.00	8.1
3.26 NETWORKING	\$15,000.00	\$0.00	\$15,000.00	\$1,044.00	\$1,044.00	\$13,956.00	7.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.32 OTHER PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.0
3.4 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$40,000.00	\$0.00	\$40,000.00	\$1,875.00	\$1,875.00	\$38,125.00	4.7
3.51 GAS	\$42,000.00	\$0.00	\$42,000.00	\$4,816.52	\$10,074.59	\$31,925.41	24.0
3.52 ELECTRICITY	\$49,000.00	\$0.00	\$49,000.00	\$3,392.56	\$6,700.53	\$42,299.47	13.7
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$99.50	\$163.35	\$836.65	16.3
3.54 WASTE DISPOSAL SERVICES	\$3,200.00	\$0.00	\$3,200.00	\$193.30	\$449.69	\$2,750.31	14.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.61 BUILDING & STRUCTURES	\$48,000.00	\$0.00	\$48,000.00	\$46,575.21	\$53,867.00	(\$5,867.00)	112.2
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$9.95	\$51.90	\$248.10	17.3
3.91 DUES	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,480.40	\$319.60	82.2
3.93 TAXES & ASSESSMENTS	\$260.00	\$0.00	\$260.00	\$0.00	\$0.00	\$260.00	0.0
3.94 TRANSFER TO LIRF	\$20,524.00	\$0.00	\$20,524.00	\$0.00	\$0.00	\$20,524.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$58,594.00	\$0.00	\$58,594.00	\$4,415.31	\$9,271.51	\$49,322.49	15.8
Subtotal	\$319,555.00	\$295.96	\$319,850.96	\$66,948.61	\$90,788.98	\$229,061.98	28.4
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0
4.4 FURNITURE & EQUIPMENT	\$5,940.00	\$3,365.85	\$9,305.85	\$366.65	\$983.70	\$8,322.15	10.6
4.51 BOOKS	\$139,000.00	\$334.80	\$139,334.80	\$12,999.55	\$16,478.38	\$122,856.42	11.8
4.52 PERIODICALS & NEWSPAPERS	\$22,600.00	\$0.00	\$22,600.00	\$602.38	\$819.38	\$21,780.62	3.6
4.53 NONPRINTED MATERIALS	\$68,104.00	\$2,929.37	\$71,033.37	\$4,986.79	\$11,585.28	\$59,448.09	16.3
Subtotal	\$236,344.00	\$6,630.02	\$242,974.02	\$18,955.37	\$29,866.74	\$213,107.28	12.3
Grand Total	\$1,663,003.00	\$6,966.72	\$1,669,969.72	\$179,129.31	\$305,053.92	\$1,364,915.80	18.3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/3/2005	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	\$40.74	Encumbered from 2004 per Bd. Approval 12/27/04
2/25/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$170.00	Spanish Grant Reimbursement A/P #159 Veronica Rodriguez
2/25/2005	100 OPERATING FUND	3.23 MILEAGE	\$125.96	Spanish Grant Reimbursement A/P #146 Sandra Gersbach
1/3/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$3,365.85	Encumbered from 2004 per Bd. Approval 12/27/04
2/25/2005	100 OPERATING FUND	4.51 BOOKS	\$334.80	Spanish Grant Reimbursement A/P #133 OCLC
1/3/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$2,881.45	Encumbered from 2004 per Bd. Approval 12/27/04
2/25/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$47.92	Spanish Grant Reimbursement A/P #133 OCLC
1/3/2005	130 LIRF FUND	3.14 OTHER PROFESSIONAL SERVICES	\$6,800.00	Encumbered from 2004 per Bd. Approval 12/27/04
1/3/2005	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$42,735.00	Encumbered from 2004 per Bd. Approval 12/27/04
1/11/2005	160 CAPITAL PROJECTS FUND	4.2 BUILDINGS	(\$26,487.00)	Per DLGF 2005 Budget Order
2/16/2005	180 CONSTRUCTION FUND	3.52 ELECTRICITY	\$14,524.00	Refundable Deposit Ret'd, NIPSCO, A/P #1

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$6,966.72
130	\$49,535.00
160	(\$26,487.00)
180	\$14,524.00

Voucher List**Jasper County Public Library****Report Date: From 2/1/2005 To 2/28/2005**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	72	PAYROLL	2/10/2005	PAYROLL	\$37,665.07
23700	73	ANTHEM BLUE CROSS AND B	2/10/2005	Health Insurance Jan & Feb '05	\$15,658.80
23701	74	INCOLSA	2/10/2005	PC Troubleshooting-1/21/05-Mays;Comp. in Libraries-3/16-3/18/05, Evers, Maxwell	\$380.00
23702	75	ING	2/10/2005	Indiana Deferred Comp Plan w/held from 10 Feb 05 Payroll	\$2,370.55
23703	76	JOURNAL AND COURIER	2/10/2005	Annual Subscription 2/17/05-2/15/06;Rens	\$143.00
23704	77	LA-PORTER FEDERAL CREDIT	2/10/2005	Credit Union Deductions 10 FEB 05 Payroll-Jung, Davis, Stringfellow	\$620.00
23705	78	NORTHWESTERN INDIANA TE	2/10/2005	DeM. Telephones, Feb'05 Local Service	\$139.97
23706	79	POST TRIBUNE PUBLISHING, I	2/10/2005	Annual Subscription 2/2/05-2/2/06;Rens	\$80.60
23707	80	TOWN OF DEMOTTE	2/10/2005	Sewer Service-DeM. Lib., Dec'04	\$64.60
23708	81	TOWN OF WHEATFIELD SEW	2/10/2005	Sewer Charge-Wh. Lib. Feb'05	\$41.05
23709	82	VISION SERVICE PLAN- (IN)	2/10/2005	VSP Insurance-February 2005 premium	\$113.74
0	83	IRS USA TAXPAYMENT	2/11/2005	EFT-FICA & Federal Tax withheld 10 FEB 05 Payroll	\$8,368.80
0	84	INDIANA DEPARTMENT OF RE	2/18/2005	EFT - State & County tax w/held Jan 2005	\$3,008.11
23710	85	A.E. BOYCE CO., INC.	2/14/2005	1099 Carbonless Forms	\$7.47
23711	86	ABC AUDIOBOOKS FOR CHILD	2/14/2005	Audiobook-Charlie Bone and the Invisible Boy	\$28.80
23712	87	ACE HARDWARE	2/14/2005	5 Gallon Bucket for Fish Tank Water-Carpet project	\$27.93
23713	88	ALCO DISCOUNT STORE #290	2/14/2005	Children's Chess Program Supplies-Dem	\$11.44
23803	89	AMAZON.COM CREDIT	2/14/2005	Books	\$24.75
23715	90	AUGUST HOUSE PUBLISHERS	2/14/2005	Audiobooks	\$25.76
23716	91	ASI AUTHORHOUSE	2/14/2005	Book	\$20.25
23717	92	BAKER & TAYLOR	2/14/2005	Books,Continutations, AY, Gift Books, AV Material	\$11,776.56
23718	93	BARNES & NOBLE	2/14/2005	Audiobooks, Books,CD's	\$358.48
23720	94	BIERMA HARDWARE, INC.	2/14/2005	Shovel & Scissors	\$19.35
23721	95	ALA/BOOKLIST	2/14/2005	2 Subscriptions to 2/15/06	\$169.90
23722	96	BOWKER	2/14/2005	Book-Guide to Characters in Fiction	\$189.00
23723	97	CHARLOTTE FAGEN	2/14/2005	Mileage-Mngmt Mtg., CD Cabinet	\$29.16
23724	98	CULLIGAN	2/14/2005	Water & Cooler Rental-Feb'05 (Wh. Lib.)	\$45.60
23725	99	CYNTHIA RANSFORD	2/14/2005	Mileage-Walking books	\$27.51
23726	100	DEMCO	2/14/2005	Labels & Norbond Adhesive	\$313.90
23727	101	DIANA KOOY	2/14/2005	Mileage-Bank Deposits, Mngmt Mtg	\$34.59
23728	102	DIANE OPOLSKI	2/14/2005	Mileage-AV Purchases	\$28.76
23729	103	ELLISON EDUCATIONAL EQUI	2/14/2005	Die cuts-Tree, Pilgrim hat, Snow hat	\$115.50
23730	104	FACTS ON FILE, INC.	2/14/2005	Career Guidance Center 1/18/05-1/18/06	\$506.14
23731	105	FASE'S WATER TREATMENT	2/14/2005	6 Bags Redout	\$61.50
23732	106	GA FOODS GROUP	2/14/2005	Adult Program supplies-Ren	\$18.99
23733	107	GAIL JUNG	2/14/2005	Wheatfield Petty Cash-postage	\$22.20
23734	108	GAIL JUNG	2/14/2005	Labels-Wheatfield Library	\$6.70
23735	109	GAYLORD BROS.	2/14/2005	CD Cases, Magazine File Boxes	\$152.16
23736	110	GREGORY D. McKNIGHT	2/14/2005	Cleaned 21 Children's & 45 Adult Chairs-Dem	\$377.25
23737	111	HERITAGE OFFICE PRODUCT	2/14/2005	Service Contract Mita Copier-Dem, 3 Hole Punch	\$809.76
23738	112	HIGHSMITH CO. INC.	2/14/2005	Spine Label Sets	\$104.96
23739	113	HP PRODUCTS CORP.	2/14/2005	Floor Mat, Returned Mop Head	\$56.08
23740	114	HSBC BUSINESS SOLUTIONS	2/14/2005	CD's & CD Rom's	\$532.70
23741	115	INDIANA CHAMBER	2/14/2005	Books	\$492.00
23742	116	INDIANA GRANTMAKERS ALLI	2/14/2005	Book-Directory of Indiana Grantmakers	\$200.00
23743	117	INGRAM	2/14/2005	Books	\$109.51
23744	118	INSPIRATIONAL DISTRIBUTOR	2/14/2005	Books	\$44.88

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
23745	119	JEAN KALUF	2/14/2005	Mileage-deliver posters	\$5.61
23746	120	JENNIFER L. EVERS	2/14/2005	Mileage-Inventory, Discussion Group	\$74.52
23747	121	JILL TACHTIRIS	2/14/2005	Book-Master the GED; Mileage-INCOLSA Wkshp, Tech Services	\$108.21
23748	122	JR'S CUSTOM CABINETS, INC.	2/14/2005	Deposit on CD Cabinet-Dem	\$300.00
23749	123	KATHRYN WEED	2/14/2005	Mileage-Database Wkshp, Literacy Mtg	\$35.64
23750	124	KOLORTECH, INC.	2/14/2005	Fluorescent Lightbulbs	\$356.61
23751	125	KONE, INC.	2/14/2005	Elevator Maintenance 1/1/05-3/31/2005	\$393.39
23752	126	LANDMARK AUDIOBOOKS	2/14/2005	Audiobook CD Plan Upgrade	\$84.00
23753	127	McGOWAN INSURANCE GROU	2/14/2005	Directors & Officers Risk Indemnity Policy #6802-0728	\$1,875.00
23754	128	MIDWAY ELECTRONICS, INC.	2/14/2005	Pager Service-2/16/05-2/16/06	\$204.00
23755	129	MOOLENAAR SUPREME LAW	2/14/2005	Lawn Care Service 2005	\$825.00
23756	130	MOVIE LICENSING USA	2/14/2005	Annual Copyright Compliance to 2/1/06	\$480.00
23757	131	NASCO	2/14/2005	Postcard Set & Memory Calligraphy Set-Rens Program	\$26.61
23758	132	NIPSCO	2/14/2005	Wheatfield Utilities 1/4/05-2/3/05	\$1,631.75
23759	133	OCLC	2/14/2005	Spanish Grant Material	\$382.72
23760	134	OCLC NETLIBRARY	2/14/2005	NetLibrary OnLine Audiobooks database + RIO player, 1/1/05-12/31/05	\$2,500.00
23761	135	PATTY STRINGFELLOW	2/14/2005	Mileage-Lead In, Stf Training, Planning Mtg.	\$95.58
23762	136	PEGGY WOODS	2/14/2005	Mileage-Inventory	\$53.46
23763	137	POSTMASTER GENERAL	2/14/2005	Stamps; 2000-37, 40-\$1.00	\$780.00
23764	138	PRECISION CONTROL SYSTE	2/14/2005	Quarterly Maintenance Jan - Mar '05	\$1,305.00
23765	139	PROQUEST INFORMATION & L	2/14/2005	Microfilm Rens. Republican	\$78.88
23766	140	QUILL CORPORATION	2/14/2005	Paper, Image Drum, Ink Cartridges, Stapler, Correction tape, Binders, Labels	\$979.18
23767	141	RACHAEL CAVINDER	2/14/2005	Mileage-Junior Achievement, Mngmt Mtg	\$17.01
23768	142	RECORDED BOOKS, LLC	2/14/2005	Audiobooks, CD Album Ring Binders, CD Sleeves	\$631.20
23769	143	REGENT BOOK CO., INC.	2/14/2005	BH&G Kitchen/Bath-Jan/Feb	\$12.97
23770	144	RUSSELL R. SESSIONS	2/14/2005	Demotte Library Snow Removal 1/6/05-1/23/2005	\$1,455.00
23771	145	SAINT JOSEPH COLLEGE	2/14/2005	Work Study Program-Elizabeth Scholl 8/22/04-12/11/04	\$247.67
23772	146	SANDRA S. GERSBACH	2/14/2005	Mileage-Spanish Grant Materials	\$125.96
23773	147	SCHNAIBLE SERVICE & SUPPL	2/14/2005	T.P., Kleenex, Paper Towels, Trash Liners, Hand Sanitizer	\$397.73
23774	148	SECURITY COURIERS CORP.	2/14/2005	Transport Service b/w branches, 12/31/04-1/28/05	\$1,414.25
23775	149	SPRINT	2/14/2005	Payphone @ Rens. Lib., Feb'05	\$51.16
23776	150	SPRINT YELLOW PAGES	2/14/2005	Directory Charges-Feb '05	\$76.75
23777	151	SUDANCO AFFORDABLE ALTE	2/14/2005	ILL Labels	\$20.40
23778	152	THOMSON GALE	2/14/2005	Books	\$1,009.13
23779	153	TLC HOME IMPROVEMENTS, L	2/14/2005	Snow Removal 11/24/04-1/30/05	\$1,007.50
23780	154	TRU-GREEN CHEMLAWN	2/14/2005	14 Bags of Ice Melt	\$140.00
23781	155	TYSEN'S COUNTRY GROCERY	2/14/2005	Mop Heads, Bowl Cleaner, Stain Remover, Blades	\$26.32
23782	156	UNIQUE MANAGEMENT SERVI	2/14/2005	Initial & Secondary Placements Dec '04 & Jan '05	\$514.90
23783	157	USA TODAY	2/14/2005	Annual Subscription to 3/18/06-Rens	\$130.00
23784	158	VERIZON	2/14/2005	Portage/Valpo Telephone Directories	\$64.87
23785	159	VERONICA RODRIGUEZ	2/14/2005	Translation-Spanish Grant Materials	\$170.00
23786	160	VIKING OFFICE PRODUCTS	2/14/2005	Paper, Labels, Calendar, Cartridge	\$106.03
23787	161	WAL-MART COMMUNITY BRC	2/14/2005	Dust Pans, Wipes, Adult & Children's Program Supplies-Ren, Batteries, Air Fresheners	\$65.65
23788	162	ZIESE PLUMBING, HEATING, &	2/14/2005	Replace Faucet Cartridge & Aerato; Remove Bypass Valve on Staff Hot Water Heater @ Rens.	\$175.46
150039	163	GOUGH, INC.	2/14/2005	Jan '05 Work Completed	\$237,200.00
150040	164	JASPER COUNTY PUBLIC LIBR	2/14/2005	Construction Retainage ESCROW-Jan'05	\$141,118.00
150041	165	LEE COMPANY, INC.	2/14/2005	Bonds & Insurance for Equipment Contractor	\$2,745.00
150042	166	MARGARET MILBOURN	2/14/2005	Upholstery-1 Lounge Chair, 1 Dark Chair	\$190.00
150043	167	TROYER GROUP, INC.	2/14/2005	Dec '04 Architect Fees	\$3,543.00
0	168	JASPER COUNTY PUBLIC LIBR	2/10/2005	LIRF 6-month CD#3004376 Matured	\$113,232.48

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	169	JASPER COUNTY PUBLIC LIBR	2/18/2005	Overpymt of Gough Retainage plus interest earned per attached PSB calculation	\$462,833.38
0	170	JASPER COUNTY PUBLIC LIBR	2/19/2005	Reverse partial Interbank Transfer of 2/18/05, A/P169, of unposted interest	\$17.62
0	171	PAYROLL	2/25/2005	PAYROLL	\$36,046.32
23789	172	AFLAC	2/25/2005	Supplemental Ins-February '05 Premium	\$219.30
23790	173	ANTHEM BLUE CROSS AND B	2/25/2005	Health Ins. Jan-Feb Balance Due	\$1,485.42
23791	174	ANTHEM LIFE	2/25/2005	Life Insurance-25 Employees MAR '05	\$92.43
23792	175	CITY OF RENSSELAER	2/25/2005	Rens. Utilities;1/10-2/8/05	\$3,274.41
23793	176	CROWN POINT QUALITY FLO	2/21/2005	Demotte Carpet-Substantial completion payment 45%	\$34,965.00
23794	177	CROWN POINT QUALITY FLO	2/25/2005	Demotte Carpet-Final Payment 10%	\$7,770.00
23795	178	HSBC BUSINESS SOLUTIONS	2/25/2005	DVD's & CD's	\$377.73
23796	179	INDIANA LIBRARY FEDERATIO	2/25/2005	ILF Conf. 3/23 & 3/24/05;Cavinder, Beedle, Tachtiris, Ransford, Delger, Herz, Davis, Brown, Woods, Molenaar, Evers, Schulenberg, Weed, Ma ys, Daugherty	\$1,543.00
23797	180	ING	2/25/2005	Indiana Deferred Comp Plan w/held from 25 Feb 05 Payroll	\$2,370.55
23798	181	LA-PORTER FEDERAL CREDIT	2/25/2005	Direct Deposit Payroll 25 Feb '05-Jung, Stringfellow, Molenaar, Davis	\$1,219.16
23799	182	MIDWAYNET.NET	2/25/2005	Wireless Communication 10/1/04-2/28/05	\$840.00
23800	183	NIPSCO	2/25/2005	Demotte Utilities 1/10/05-2/8/05	\$3,454.42
23801	184	SPRINT	2/25/2005	Wh. Telephones-Local Service	\$138.39
23802	185	SPRINT	2/25/2005	Long Distance Calls 1/8-2/7/05	\$42.54
0	186	IRS USA TAXPAYMENT	2/28/2005	EFT-FICA & Federal Tax withheld 25 FEB 05 Payroll	\$8,155.08
Total Amount of Claims					\$1,168,712.24

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, March 01, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$1,168,712.24

Date this 14 day of March, 2005.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

February 28, 2005

F 5 a

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
LIBRARY FEES:			\$2,836.52	\$6,210.52
DeMotte	\$799.89	\$1,939.55		
Rensselaer	\$1,513.29	\$3,084.81		
Wheatfield	\$523.34	\$1,186.16		
PHOTOCOPIES:			\$675.20	\$1,293.24
DeMotte	\$208.55	\$478.55		
Rensselaer	\$344.66	\$582.25		
Wheatfield	\$121.99	\$232.44		
CARDS:			\$0.00	\$0.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$0.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$869.64	\$1,826.68
Checking/Repurchase/Savings	\$869.64	\$1,826.68		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$708.68	\$3,016.47
Rebates/Refund	\$30.00	\$302.68		
Insurance Claim	\$0.00	\$0.00		
Refunds-Bk, AV, Subscriptions	\$0.00	\$0.00		
Reimbursements	\$0.00	\$0.00		
Computer/Technology Rebates	\$0.00	\$0.00		
Recycling	\$0.00	\$0.00		
Misc. Sale	\$0.00	\$0.00		
Hispanic Grant Reimbursement	\$678.68	\$2,713.79		
TOTAL OPERATING FUND RECEIPTS.....			\$5,090.04	\$12,346.91
PLAC FUND:			\$0.00	\$28.00
GIFT FUNDS:			\$923.40	\$1,153.31
DeMotte	\$0.00	\$219.91		
Rensselaer	\$923.40	\$923.40		
Wheatfield	\$0.00	\$10.00		
LIB. IMPROV. RESERVE FUND: Oper.Transfer.....			\$1,229.51	\$1,317.66
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
CAGIT Spec.Distribution (was in OP Fund)	\$0.00	\$0.00		
Transfer from OPER. (Excess)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$0.53	\$30.27
Interest Earned	\$0.53	\$30.27		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:			\$24.00	\$24.00
FEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$15,343.10	\$29,243.57
Int. Earned(Chkg.,CD's,Escrow)	\$819.10	\$14,719.57		
Refund-NIPSCO	\$14,524.00			
Bond	\$0.00	\$0.00		
CASH CHANGE FUND			\$0.00	\$0.00
SUB TOTAL (from 4)				

F5b

WITHHOLDING ACCOUNT FUNDS:

			\$26,847.14	\$52,963.76
FIT Tax Collected	\$5,761.00	\$11,426.94		
FICA Collected	\$5,381.44	\$10,720.51		
State Tax Collected	\$2,403.43	\$4,784.47		
County Tax Collected	\$630.58	\$1,257.65		
Deferred Comp Plan	\$4,741.10	\$9,482.20		
#125 Pre-tax Plan	\$3,365.68	\$6,743.10		
Life/Health Insurance	\$30.81	\$63.12		
PERF	\$2,693.94	\$5,406.61		
Credit Union	\$1,839.16	\$3,079.16		
TOTAL RECEIPTS - ALL FUNDS.....			\$49,457.72	\$97,107.48

Voucher List***Jasper County Public Library******Report Date: From 3/1/2005 To 3/15/2005***

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
111	187	JASPER COUNTY PUBLIC LIBR	3/10/2005	Bank Transfer to Operating (reimburse for Crown Point Quality Floor Project-A/P #176 & 177)	\$42,735.00
0	188	JASPER COUNTY PUBLIC LIBR	3/1/2005	EFT Bank Transfer of Interest Earned (Feb'05) for ESCROW overpayment.	\$236.30
0	189	PAYROLL	3/10/2005	PAYROLL	\$33,847.30
23804	190	ANTHEM BLUE CROSS AND B	3/10/2005	Health Insurance Mar '05	\$7,516.68
23805	191	CHICAGO TRIBUNE	3/10/2005	Annual Subscription 2/7/05-2/5/06;Rens	\$132.17
23806	192	ING	3/10/2005	Indiana Deferred Comp Plan w/held from 10 Mar 05 Payroll	\$2,370.55
23807	193	LA-PORTER FEDERAL CREDIT	3/10/2005	Direct Deposit Payroll 10 Mar '05-Jung, Stringfellow, Molenaar, Davis	\$1,104.65
23808	194	MIDWAYNET.NET	3/10/2005	Wireless Communication 3/1/05-3/31/05	\$421.00
23809	195	NORTHWESTERN INDIANA TE	3/10/2005	DeM. Telephones, Mar '05 Local Service	\$143.27
23810	196	TOWN OF DEMOTTE	3/10/2005	Sewer Service-DeM. Lib., Jan'05	\$64.60
23811	197	TOWN OF WHEATFIELD SEW	3/10/2005	Sewer Charge-Wh. Lib. Mar '05	\$41.05
23812	198	VISION SERVICE PLAN- (IN)	3/10/2005	VSP Insurance-March 2005 premium	\$141.76
0	200	IRS USA TAXPAYMENT	3/11/2005	EFT-FICA & Federal Tax withheld 10 MAR 05 Payroll	\$7,482.50
23813	201	ABC AUDIOBOOKS FOR CHILD	3/14/2005	Audiobooks	\$219.50
23814	202	ACE HARDWARE	3/14/2005	Drop Cloth for Demotte Carpet project-cover doorways	\$9.95
23815	203	BAKER & TAYLOR	3/14/2005	Books, Continuations, AY, AV Materials	\$11,035.59
23816	204	BARNES & NOBLE	3/14/2005	Books, Audiobook and Program Prize	\$173.69
23817	205	BETTER CONTAINERS MFG. C	3/14/2005	Small & Large Library Bags	\$317.56
23818	206	BOILER & PRESSURE VESSEL	3/14/2005	Boiler Inspection-Rens	\$49.00
23819	207	BOWKER	3/14/2005	Books-In-Print Supplement 2004-05	\$470.93
23820	208	CAPITAL ONE, F.S.B.	3/14/2005	Children's Program Supplies,Books,CD Roms, AV Material,SteamVac	\$1,242.08
23821	209	CENTRAL STATES SALES CO	3/14/2005	Ceiling Spot Bulbs-D & R	\$74.00
23822	210	CHARLOTTE FAGEN	3/14/2005	Children's Craft Supplies	\$9.77
23823	211	CHESTER TECHNOLOGIES	3/14/2005	Cisco Firewall & Maintenance, Print Master Gold, Keyboard	\$1,289.00
23824	212	CULLIGAN	3/14/2005	Water Cooler Rental Mar '05-Wh	\$9.95
23825	213	CYNTHIA RANSFORD	3/14/2005	Mileage-Incolsa Wrkshp & Walking Books, Wrkshp Expense	\$121.59
23826	214	DEMCO	3/14/2005	Labels & Audiobook Cases	\$164.87
23827	215	DIANA KOOY	3/14/2005	2 Telephones-Wheat	\$79.98
23828	216	ELLISON EDUCATIONAL EQUI	3/14/2005	Die cuts;Crab, Fish, Sea Horse, Shell	\$215.00
23829	217	GAIL JUNG	3/14/2005	Mileage-Deferred Comp. Mtg	\$42.73
23830	218	GAIL JUNG	3/14/2005	Rens. Petty Cash-Postage, Cards, Children's Program Supplies	\$34.12
23831	219	GA FOODS GROUP	3/14/2005	Rens. Adult Program Supplies	\$10.40
23832	220	HERITAGE OFFICE PRODUCT	3/14/2005	ILL Return Postage	\$7.62
23833	221	HIGHSMITH CO. INC.	3/14/2005	Bookmarks, Banners, Book Bags, Buttons, Stickers, Certificates	\$382.19
23834	222	HISTORIC LANDMARKS FOUN	3/14/2005	Indiana Preservationist Subscription to 3/31/06	\$25.00
23835	223	HP PRODUCTS CORP.	3/14/2005	Glass Cleaner, Floor Cleaner & Sealer	\$157.55
23836	224	HSBC BUSINESS SOLUTIONS	3/14/2005	CD's, DVD's & Software	\$195.87
23837	225	INCOLSA	3/14/2005	Membership Dues, NetLibrary, Gardening Resources Wkshp, Wheels Delivery Service	\$1,763.63
23838	226	INDIANA LIBRARY FEDERATIO	3/14/2005	Legislative Day-Stringfellow & Daugherty	\$60.00
23839	227	INGRAM	3/14/2005	Books	\$67.04
23840	228	INSPIRATIONAL DISTRIBUTOR	3/14/2005	Books	\$95.79
23841	229	JAN WAY COMPANY	3/14/2005	Navy Hanging Bags & Hooks-Rens	\$327.06

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
112	230	JASPER COUNTY PUBLIC LIBR	3/14/2005	Bank transfer to Operating Fund (reimbursement for Prof. Lib. Lift Movers)	\$6,800.00
23842	231	JENNIFER L. EVERS	3/14/2005	Mileage-Wheatfield Building Tour, Clay Albertson & Inventory	\$38.88
23843	232	KIM DELGER	3/14/2005	Clorox Wipes, Swifter Dusters, Contact Paper, Laminating	\$128.12
23844	233	LANDMARK AUDIOBOOKS	3/14/2005	Audiobook & CDW3 Plan Lease-Demotte	\$2,263.00
23845	234	LIVE OAK MEDIA	3/14/2005	Audiobooks	\$208.34
23846	235	LIBRARY VIDEO COMPANY	3/14/2005	DVD's, CD's and Software	\$1,411.29
23847	236	LINDA THOMPSON	3/14/2005	Mileage-Deposit & Ref. Counterparts	\$32.00
23848	237	LYNN DAUGHERTY	3/14/2005	Postage, Legistative Day Parking & Mileage	\$160.91
23849	238	NIPSCO	3/14/2005	Wheatfield Utilities;2/3/05-3/4/05	\$1,311.04
23850	239	PATTY STRINGFELLOW	3/14/2005	Meetings: Mgmt, Islam Program, CAPE Mtg, DeM. Carpet Mtg.	\$59.94
23851	240	POSTMASTER	3/14/2005	Annual PO Box 16 Rental-DeM. Lib.	\$36.00
23852	241	PRECISION CONTROL SYSTE	3/14/2005	Actuator Repairs, Wire repair on Boiler-DeM. Lib.	\$525.31
23853	242	PROFESSIONAL LIBRARY LIFT	3/14/2005	Equipment/Furniture Moving for DeM. Carpet Replacement	\$6,800.00
23854	243	QUALITY LASER TECHNOLOGI	3/14/2005	HP 1200 LaserJet Cartridge	\$25.56
23855	244	RACHAEL CAVINDER	3/14/2005	Mileage: School Visits, Marketing Mtg.	\$20.25
23856	245	REALLY GOOD STUFF	3/14/2005	Anniversary Celebration Materials-Rens. Lib.	\$38.00
23857	246	RECORDED BOOKS, LLC	3/14/2005	Audiobooks	\$359.00
23858	247	RENEE CARR	3/14/2005	Telephone Calls (Publicity)-10/13/04-2/13/05	\$8.28
23859	248	ROBBINS LIBRARY INTERIORS	3/14/2005	Borroughs/Wilsonstak Shelving, Oak Laminate End Panels & Slate Blue Countertop	\$1,813.80
23860	249	SANDRA S. GERSBACH	3/14/2005	Spanish Book Deliveries, Feb'05	\$31.59
23861	250	SCHOLASTIC LIBRARY PUBLIS	3/14/2005	Encyclopedias: Lands & People-2005, New Bk of Popular Science	\$1,036.00
23862	251	SECURITY COURIERS CORP.	3/14/2005	Courier Service b/w branches, 2/4-2/25/05	\$1,177.05
23863	252	SHEILA MAXWELL	3/14/2005	Postage, Mileage: NICCL Mtg, Oversee ComCast Installation, Technical Asst at branches	\$181.28
23864	253	SPRINT	3/14/2005	DataLine, Rens Local Phones, Payphone-March 2005	\$602.60
23865	254	SPRINT YELLOW PAGES	3/14/2005	Qtly Billing-Mar-Apr-May 2005 Yellow Pages	\$230.25
23866	255	SUDANCO AFFORDABLE ALTE	3/14/2005	Labels: 'Intentionally Empty' & 'Look For'	\$45.60
23867	256	THOMSON GALE	3/14/2005	Something About Author,v154	\$140.15
23868	257	TYSEN'S COUNTRY GROCERY	3/14/2005	Chess & Storytime, Toddler Time supplies- DeM.	\$17.70
23869	258	TYSEN'S FAMILY FOOD CENT	3/14/2005	Toddler Time, Valentine ,& AfterSchool Program Supplies-Wh. Lib.	\$9.41
23870	259	UNIQUE MANAGEMENT SERVI	3/14/2005	Initial & Secondary Placements, Feb '05	\$397.53
23871	260	VERONICA RODRIGUEZ	3/14/2005	Translation Services-Spanish Grant	\$73.30
23872	261	WALL STREET JOURNAL	3/14/2005	Wall Street Journal Newspaper, 5/05-5/07-Dem. Lib.	\$350.00
23873	262	WAL-MART COMMUNITY BRC	3/14/2005	DVDs, Music CDs, VHS, Ch. Craft Supplies, Pledge, Air Deodorizers, Works, etc.	\$2,503.84
150044	263	CAPITAL ONE, F.S.B	3/14/2005	Arc-Com Fabrics-Chair Fabric	\$38.73
150045	264	DESIGN TEX	3/14/2005	Fabric	\$237.53
150046	265	GOUGH, INC.	3/14/2005	Feb '05 Work Completed	\$225,200.00
150047	266	MARGARET MILBOURN	3/14/2005	19-Desk Chairs & 2 Lounge Chairs	\$1,485.00
150048	267	TROYER GROUP, INC.	3/14/2005	Jan '05 Architect Fees	\$3,487.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$374,172.57

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, March 09, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$374,172.57**

Date this 14th day of March, 2005.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

APR

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting
Monday, April 11, 2005, 7:00 PM
DeMotte Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of March meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Policy Review (R 17-R30)
- D. Salary Ordinance (R 7)

General Business

- A. Annual report of DeMotte Librarian
- B. Capital Projects Fund (R 33, R 15)
- C. Wheatfield Building Project (R 31-R33)
Sale of furnishings (R 32)
- D. Building Insurance (R 9-R 13)

Information

Action

Discussion

Action

Director's Report (R 31 – R 35)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes

Jasper County Public Library Board of Trustees
7:00 PM

March 14, 2005
Rensselaer Library

Present: Joan Floyd, Mark Heinig III, Tim Schultz Jr., Mike Crawford, Sue Deardorff, Mari Anne Sayler, Lynn Daugherty, Gail Jung, Sheila Maxwell, & Patty Stringfellow.

Absent: Anne-Marie Egan

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items, namely, Minutes of the February 14th Board Meeting, February bills and financial reports, and the Policy Committee's recommendation for no changes to the Staff Complaint Policy, additions as presented in the Gift Policy, and updated and improved FMLA Policy, were unanimously approved on a motion by M. Heinig, seconded by S. Deardorff. Motion passed.

Rensselaer Headquarters Annual Report: The library was truly buzzing with some unique activities and programming this past year. Hits were the *One County Reads One Author Program*, Movie related programs, *Meeting the Face of Islam*, and the annual Fall Festival. Rensselaer offered over 350 programs. The Spanish Collection continues to expand thanks to the Hispanic Grant. Added to our databases were the Chicago Tribune Historical Newspapers, Naxos Music Library, Netlibrary audiobooks, and World News Digest. New at Rensselaer was hosting a summer intern, beautifying the staff bathroom, and installing a ceiling fan in meeting room. One role of library is marketing. To this end we purchased a very visible swinger sidewalk sign promoting library programs, increased Outreach activities, erected a new library sign on McKinley St., added a photo display in Genealogy Dept., created programming guide/brochure, established an ESL satellite collection housed in a local church in DeMotte, and partnered with Healthy Families and volunteers to offer home delivery of Spanish materials. The Friends Group has elected a slate of officers that is void of a staff person. Our many, many volunteers help with an assortment of projects ranging from obit database entry and transcribing local history documents, to tax preparation services and tallying for people count week. Staff continued to improve their skills by attending a variety of workshops throughout the year. Some staff took advantage of a free Dell computer online training opportunity.

2005 is our centennial year with monthly events planned in celebration of this event. New carpeting is slated for a November installation. We are researching advantages of multi-use computers, and will implement if doable. We hope to arrange for a St. Joe College intern to offer patrons computer troubleshooting assistance. We plan to improve staff skills in using databases.

Youth Services @Rens. Library: The needs of the community have changed the way we extend our services during the last ten years. Outreach has replaced many of the after-school programs and group visits to the library. We have taken our book talks, story times, and programs to the schools, preschools and youth center. Evening toddler times and story times are more convenient for working parents who enjoy spending this time with their young child. The schools allow us to come and promote our summer reading programs. This year's theme is Explore New Worlds...Read. Performers are lined up for another great year.

LSTAGrants: ISL approved our application for a Computer Training Grant. S. Deardorff moved, second by M. Heinig, to accept the contract and authorized board secretary to sign it. Motion passed unanimously.

By staff members pooling their knowledge and resources, we were able to compile and submit a rather well-written application for a Digitization Grant.

Wh. Building Project: Stone work is almost completed. Furnishings color selections are being finalized. Completion date is May 20. Once the punch list is completed, the furnishings and move will go forward. On a motion by M. Sayler the board approved hiring a professional mover to move books, disassemble and reassemble equipment. Motion seconded by S. Deardorff. All were in favor. The director will solicit quotes along with specifications immediately.

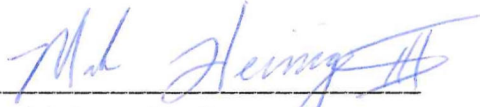
The board voted in favor of a motion by J. Floyd, second by M. Sayler, to have existing marred shelving at the Wheatfield Library electro-statically painted at an estimated cost of \$9 per shelf.

Director Search: Applicants should submit their resume to: Director Search, Jasper

County Public Library. Email applications will also be accepted.

NILBA Dinner: The new INCOLSADirector will be the featured speaker at the March 30th meeting in North Judson. S. Deardorff, M. Sayler, and L. Daugherty shall attend.

Adjournment: With no further matters for discussion, the meeting was adjourned at 8:25PM on a motion by T. Schultz, seconded by S. Deardorff.



Mark Heinig III, Secretary



Attest: Mike Crawford, President

March 2005

DEMOTTE

WHEATFIELD

Added
Vols.

Withdrew
Vols.

Circulation

Added
Vols.

Withdrew
Vols.

Circulation

Added
Vols.

Withdrew
Vols.

Circulation

**Total
Circ.**

Fiction	129	7	2,017	67	67	2,538	57	10	860	5,415
Nonfiction	154	69	1,732	73	2	1,643	29	128	539	3,914

Fiction	34	23	2,100	69	3	2,298	45	0	1,066	5,464
Nonfiction	18	102	815	5	0	915	5	0	278	2,008

Fiction	5	0	164	7	1	289	12	0	53	506
Nonfiction	3	0	63	1	2	163	1	0	28	254

Magazines,Adult	1,102	470	202	1,774
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Magazines, Child	66	39	76	181
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Games, Toys	0	13	0	13
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Sound Rec/Adult	52	1	786	45	0	748	49	0	373	1,907
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Sound Rec/Child	2	0	145	0	0	160	2	0	25	330
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[illegible]

Software	19	2	164	15	0	119	5	0	80	363
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Vertical Files	0	0	14	0	0	4	0	0	2	20
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VHS/DVD	11	3	1.997	37	3	3.057	15	0	1.165	6.219
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Equipment	11	0	0	11
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TOTAL	427	207	11.176	319	78	12.456	220	138	4.747	28.379
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DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned	58,603	65,445	33,200
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Circulation Increase/Decrease	-6.6%	10.2%	-1.6%
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[illegible]

MONTHLY SYSTEM STATISTICS

MONTHLY SYSTEM STATISTICS	2004	2005	% change
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Current month's Circulation	28,093	28,379	1.0%
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Jan. to date circulation	81,544	78,078	-4.3%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
14,598	14,720	12,673	12,673	9,045	9,092
15,896	15,981	22,259	22,330	8,288	8,189
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
11,975	11,986	13,026	13,092	6,839	6,884
9,042	8,958	7,571	7,576	3,947	3,952
					Fiction
					Nonfiction
					YA BOOKS
1,749	1,754	2,413	2,419	1,399	1,411
595	598	395	394	84	85
					Fiction
					Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	140	140	0	0 Games, Toys
1,720	1,771	2,616	2,661	1,695	1,744 Sound Rec/Adult
430	432	456	456	299	301 Sound Rec/Child
25	25	16	16	1	1 Online Databases
270	287	367	382	211	216 Software
0	0				Vertical Files
1,964	1,972	3,130	3,164	1,253	1,268 VHS/DVD
119	119	142	142	57	57 Equipment
58,383	58,603	65,204	65,445	33,118	33,200 TOTAL
XX					

CIRCULATION BY HOLDINGS CODE
March 2005

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)				0
Award Winner JE (DAJE)	5			5
Award Winner JFIC (DAJFIC)	9			9
Award Winner JNF (DAJNF)	2			2
Award Winner JPFIC (DAJBPF)	1			1
Award Winner YAFIC (DAYAF)	4	1		5
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	42	7		49
Books on CD (DBKCD)	75	5		80
Books on Tape (DBKT)	96	5	1	102
Compact Disc (DCD)	581	6		587
DVD	1008	7		1015
Equipment (DEQP)	11			11
See librarian (DERR)				0
Express Book (DEXP)	51			51
Fiction (DFIC)	1544	71	46	1661
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	443			443
Juv. Biography (DJBIO)	42	5		47
Juv. Book on CD (DJBKCD)	11			11
Juv. Book on Tape (DJBKT)	76	1		77
Juv. Compact Disc (DJCD)	44	1		45
Juvenile Easy (DJE)	1199	4	4	1207
Juv. Easy Reader (DJER)	327	1		328
Juv. Fiction (DJFIC)	247	7	3	257
Juv. Holiday books (DJHOL)	70			70
Juv. Magazine (DJMAG)	66			66
Juv. Music Cassette (DJMC)	4			4
Juv. Nonfiction (DJNF)	665	12	6	683
Juv. Nonfic Text Bk (DJNFTB)				0
Juv. Paperback fic (DJPBF)	256	6		262
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	137			137
Large Print Nonfic (DLPNF)	13	1		14
Magazine (DMAG)	1095	1	4	1100
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1397	49	26	1472
Nonfiction VHS (DNFVHS)	109		1	110
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPSJFic)	3			3
Parent Shelf Juv. NF (DPSJNF)	17			17
Parent Shelf Ref (DPREF)				0
Reference (DREF)	4			4
Ref. Magazine (DRMAG)				0

Reference Software (DRSW)				0
Spanish Collection (DSPA)	49	4		53
Software (DSWAR)	159			159
Vertical File (DVF)	14			14
VHS	846	5		851
YA Biography (DYAB)	5	1		6
YA Books on CD (DYABKCD)	4			4
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	76	3		79
YA Nonfiction (DYANF)	47	3	3	53
YA Paperback Fic (DYAPBF)	69	2		71
Award Winner JBIO (RAJBIO)		2		2
Award Winner JE (RAJE)		1		1
Award Winner JFIC (RAJFIC)		3		3
Award Winner JNF (RAJNF)		1		1
Award Winner JPFIC (RAJPBF)		3		3
Award Winner YAFIC (RAYAF)		3		3
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	4	120		124
Books on CD (RBKCD)	2	146	2	150
Books on Tape (RBKT)	2	165	2	169
Compact Disc (RCD)	6	370	9	385
DVD	7	1901	3	1911
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		108		108
Fiction (RFIC)	43	1465	57	1565
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		6		6
Internet (RINTER)		848		848
Juv. Biography (RJBIO)		66	1	67
Juv. Book on CD (RJBKCD)		21		21
Juv. Book on Tape (RJBKT)	2	92		94
Juv. Compact Disc (RJCD)		37		37
Juvenile Easy (RJE)	5	1456	4	1465
Juv. Easy Reader (RJER)	2	310		312
Juv. Fiction (RJFIC)	11	317	6	334
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		39		39
Juv. Music Cassette (RJMC)		6		6
Juv. Nonfiction (RJNF)	10	821	12	843
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	10	168	16	194
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	4	73		77
Large Print Nonfic (RLPNF)		4		4
Magazine (RMAG)	3	469		472
Music Cassette (RMCAS)		3		3
Nonfiction (RNFC)	59	1194	35	1288

Nonfiction VHS (RNFVHS)	11	101	1	113
Professional Coll. (RPRO)		1		1
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)				0
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	23	142	1	166
Software (RSWAR)	2	119	1	122
Vertical File (RVF)		4		4
VHS	6	1039		1045
YA Biography (RYAB)	1	16		17
YA Books on CD (RYABKCD)		1		1
YA Books on Tape (RYABKT)		12		12
YA Fiction (RYAF)	4	148	1	153
YA Nonfiction (RYANF)	6	139	7	152
YA Paperback Fic (RYAPBF)	1	132	3	136
Award Winner JBIO (WAJBIO)			1	1
Award Winner JE (WAJE)			3	3
Award Winner JFIC (WAJFIC)			2	2
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)			1	1
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	2	6	28	36
Books on CD (WBKCD)	2	5	64	71
Books on Tape (WBKT)	5	1	61	67
Compact Disc (WCD)	12	5	233	250
DVD	7	1	727	735
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			23	23
Fiction (WFIC)	64	37	591	692
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			282	282
Juv. Biography (WJBIO)	2	2	23	27
Juv. Book on CD (WJBKCD)		1	3	4
Juv. Book on Tape (WJBKT)	8	1	11	20
Juv. Compact Disc (WJCD)			10	10
Juvenile Easy (WJE)	10	10	705	725
Juv. Easy Reader (WJER)	2	1	146	149
Juv. Fiction (WJFIC)	7	5	121	133
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			76	76
Juv. Music Cassette (WJMC)			1	1
Juv. Nonfiction (WJNF)	7	6	235	248
Juv. Nonfic Text Bk (WJNFTB)				0

Juv. Paperback fic (WJPBF)	6	6	56	68
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	6		15	21
Large Print Nonfic (WLPNF)	1	1	5	7
Magazine (WMAG)	4		198	202
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	53	33	427	513
Nonfiction VHS (WNFVHS)		1	30	31
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)	6	3	4	13
Software (WSWAR)	3		79	82
Vertical File (WVF)			2	2
VHS	3	2	403	408
YA Biography (WYAB)	1		2	3
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)	1		1	2
YA Fiction (WYAF)	4		24	28
YA Nonfiction (WYANF)	3	4	16	23
YA Paperback Fic (WYAPBF)	6		24	30
TOTAL	11372	12411	4888	28671

CIRCULATION BY HOLDINGS CODE
March 2005

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	2	1	3
Award Winner JE (AJE)	5	1	3	9
Award Winner JFIC (AJF)	9	3	2	14
Award Winner JNF (AJNF)	2	1	0	3
Award Winner JPFIC (AJPF)	1	3	0	4
Award Winner YAFIC (AYAF)	4	4	1	9
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	48	133	28	209
Books on CD (BKCD)	79	156	66	301
Books on Tape (BKT)	103	183	64	350
Compact Disc (CD)	599	381	242	1222
DVD	1022	1909	730	3661
Equipment (EQP)	11	0	0	11
See librarian (ERR)	0	0	0	0
Express Book (EXP)	51	108	23	182
Fiction (FIC)	1651	1573	694	3918
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	6	0	6

Internet (INTR)	443	848	282	1573
Juv. Biography (JBIO)	44	73	24	141
Juv. Book on CD (JBOD)	11	22	3	36
Juv. Book on Tape (JBKT)	86	94	11	191
Juv. Compact Disc (JCD)	44	38	10	92
Juvenile Easy (JE)	1214	1470	713	3397
Juv. Easy Reader (JER)	331	312	146	789
Juv. Fiction (JFIC)	265	329	130	724
Juv. Holiday (JHOL)	70	0	0	70
Juv. Magazine (JMAG)	66	39	76	181
Juv. Music Cassette (JMC)	4	6	1	11
Juv. Nonfiction (JNF)	682	839	253	1774
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	272	180	72	524
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	147	73	15	235
Large Print Nonfic (LPNF)	14	6	5	25
Magazine (MAG)	1102	470	202	1774
Music Cassette (MCAS)	0	3	0	3
Nonfiction (NFIC)	1509	1276	488	3273
Nonfiction VHS (NFVH)	120	102	32	254
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	3	0	0	3
Parent Shelf Juv. NF (PSJNF)	17	0	0	17
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	83	78	13	174
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	78	149	5	232
Software (SWAR)	164	119	80	363
Vertical File (VF)	14	4	2	20
VHS	855	1046	403	2304
YA Biography (YAB)	7	17	2	26
YA Books on CD (YABKCD)	4	1	0	5
YA Books on Tape (YABKT)	1	12	1	14
YA Fiction (YAF)	84	151	25	260
YA Nonfiction (YANF)	56	146	26	228
YA Paperback Fic (YAPBF)	76	134	27	237
				0
Free reads	168	784	128	1080
Games/Puzzles		7		7
Talking books		12		12
Assignment Shelf Books				0
TOTAL	11619	13304	5029	29952

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2017	2538	860	5415
Nonfiction	1732	1643	539	3914

CHILDREN'S BOOKS

Fiction	2100	2298	1066	5464
Nonfiction	815	915	278	2008

YA BOOKS

Fiction	164	289	53	506
Nonfiction	63	163	28	254
Magazines, Adult	1102	470	202	1774
Magazines, Children	66	39	76	181
Games, Toys	0	13	0	13
Sound Recordings, adult	786	748	373	1907
Sound Recordings, ch	145	160	25	330
Online databases	0	0	0	0
Software	164	119	80	363
Vertical file	14	4	2	20
VHS/DVD	1997	3057	1165	6219
Equipment	11	0	0	11
Total	11176	12456	4747	28379

A-V Circulation	3092	4084	1643	8819
A-V Circulation as % of total	27.7%	32.8%	34.6%	31.1%

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

March 2005

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	135	29	203	44	226	49	564	122
LOCAL HISTORY								
In person	8	2	11	3		0	19	5
Letters written	1	1	15	15		0	16	16
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	443	18	848	35	282	12	1573	66
Computer software used	62	5	65	5	26	2	153	13
VCR Use		0		0		0	0	0
Microforms	5	1	67	9		0	72	10
CD ROM/Online databases	95	8	195	16	81	7	371	31
Typewriter use	1	0		0		0	1	0
Other equipment used	1	0		0		0	1	0
OTHER LIBRARY SERVICES USED								
Outreach activities	5	5	40	27		0	45	30
Notarized documents	5	1	6	2	4	1	15	4
Meeting Room Use (no. of groups)	57	19	29	10	44	15	130	43
Study room use	24	2	30	3	6	1	60	5
Proctoring		0		0		0	0	0
Tax Forms distributed		0		0		0	0	0
Pull Requests	15	15	11	11		0	26	66
INTERLIBRARY LOANS								
Requests made for:	101		88	22	27	7	216	54
Items rec'd for:	79	40	78	39	13	7	170	85
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers				
Non-resident, paying	3	9	1	13
PLAC card users	0	2	0	2
Reciprocal borrowers	386	331	35	752
(Hispanic cards issued)	0	0	0	0

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
Programs for all ages		0	9	54	2	12	11	66
Children's Programs (0-13)	14	84	17	102	9	54	40	240
Number attending	524		302		56		882	
YA Programs (14-17)	3	18	1	6		0	4	24
Number attending	36		203		3		242	
Adult Programs	4	24	2	12	1	6	7	42
Number attending	141		133		21		295	
Senior Citizen Programs	4	24	4	24	1	6	9	54
Number attending	24		68		12		104	
Total Number of Programs	25	150	33	198	13	78	71	426
Total Persons Attending	725		706		92		1523	
Total Attending Same Month Last Yr.	766		462		211		1439	
Total Staff Hours Spent		297		438		177		976
Total Number of In-House Programs	160		27		13		200	
Total Attendance	564		435		92		1091	
Total Number of Outreach Programs	2		6		0		8	
Total Attendance	20		271		0		291	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	8381	72.6%	9334	70.6%	3681	73.4%	21396	72.2%
Corporate	106	0.9%	80	0.6%		0.0%	186	0.6%
Juvenile 0-11	981	8.5%	1383	10.5%	522	10.4%	2886	9.7%
Nonresident No Fee	98	0.8%	378	2.9%	137	2.7%	613	2.1%
Nonresident Fee		0.0%	15	0.1%		0.0%	15	0.1%
Reciprocal	458	4.0%	407	3.1%	9	0.2%	874	2.9%
School		0.0%	8	0.1%		0.0%	8	0.0%
St. Joseph College		0.0%	229	1.7%		0.0%	229	0.8%
State Library Card		0.0%		0.0%		0.0%	0	0.0%
Staff	856	7.4%	844	6.4%	488	9.7%	2188	7.4%
Walking books	101		22	0.2%				
YA 12-17	259	2.2%	247	1.9%	77	1.5%	583	2.3%
YA-AV	304	2.6%	267	2.0%	102	2.0%	673	2.3%
Total	11544		13214		5016		29651	
All items borrowed by nonresidents	556	4.8%	1037	7.8%	146	2.9%	1739	5.9%

Salary Ordinance Update April 2005

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date
Delger, Kim	Lib Asst 1	\$8.83	32	D	2/28/96, 1/10/2002
Pullins, Amber	Lib. Asst 1	\$11.44	40	R	Resigned 5/16/05
Lagestee, Michelle	Substitute Page	\$5.75	sub	D	3/18/05
Ransford, Cynthia	Lib. Asst 1	\$8.16	24	D	Resigned 3/18
Ransford, Cynthia	Clerk	\$7.70	sub	D,R,W	3/19/2005
Van Schouwen, Nicole	Lib Asst 1	\$8.00/8.10/8.20	28	D	4/4/2005
Whitlow, Emily	Janitor	\$9.00	12	D,R	Resigned 5/16/05
Whitlow, Emily	Floater/Lib Asst I	\$11.30	25	D,R,W	Resigned 5/16/05
Whitlow, Emily	Lib Asst 2	\$11.75	40	R	5/16/2005

Amber will be leaving on April 15. Because of accumulated vacation, her position will not be open until May 16, when Emily Whitlow will fill the position. With extra programming duties, she will be an Assistant 2. She will resign her positions as Floater (20 hours), Library Assistant 1 (5 hours), Janitor (12 hours). Kim Delger will move from a 28 hour position to a 32 hour position taking 5 of Emily's hours.

Cynthia Ransford left for a full-time position at Oak Grove Retirement Village. She will fill in as needed as a substitute clerk, however. Nicole Van Schouwen, is an audiologist in search of a new career. She will take Cynthia's position as Library Assistant 1, with special responsibilities for working with persons with disabilities and Oak Grove residents..

We have examined and approved the changes to the 2005 Jasper County Public Library Salary Ordinance. Dated April 11, 2005.

<u>Mari Anne Sayler</u> <u>Timothy H. Schuck</u> <u>Quinn-Maine Egan</u> <u>Shirley T. [Signature]</u>	<u>Susan [Signature]</u> <u>Mike Heimig</u> <u>Joan Ci. [Signature]</u>
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MEMORANDUM

Building Insurance

Summary: Our new building insurance must become effective April 16, 2005. The quotes from MW Insurance (our present insurer) and Consolidated, Inc. are very close. It would be easiest to remain with our present insurer. However, when we move into the new Wheatfield Library in June, Consolidated, Inc. offers us a policy that has a \$4,000 savings over MW Insurance. Best, Inc. rates State Auto as superior (A+) and Ohio Casualty Group as excellent (A-), meaning the companies have a superior or excellent ability to meet their ongoing obligations to policyholders.

I recommend that we accept the proposal of Consolidated, Inc., for building insurance with a \$500 deductible and that we do not take earthquake insurance. You must also decide whether we take an umbrella policy of \$1 million or \$2 million.

Discussion: I sent requests for quotes to four insurance companies: Century Insurance, Consolidated, Inc., Kooy Insurance and MW Insurance. I received quotes from three of these companies. Two of the quotes were quite close. The third quote was several thousand dollars higher. I did not work further with Century Insurance's quote. I worked with MW Insurance and Consolidated to make certain we were comparing apples with apples.

While we only requested boiler and machinery coverage on two buildings (because only two have boilers), MW quoted it for all 3 because the coverage is also for furnaces, air conditioners, etc. I asked Consolidated to add coverage for the Wheatfield building(s).

The basic quote includes builders' risk insurance on the new Wheatfield Library. I felt we should know what the insurance cost will be when we eliminate the builders' risk and insure the building and contents as we do the other buildings. I asked Consolidated and MW Insurance to tell us what would happen to our insurance in June when we make the move. The last figure on page 3 indicates the rates we will pay at that time. We will be reimbursed the difference.

We asked for a quote on earthquake insurance, with a 2% deductible. The companies were not able to quote with a 2%. MW quoted a 5% deductible, but pointed out that if we had earthquake damage, we would be liable for 5% of the value of the building and contents (i.e. 5% of \$3,234,744 for Rensselaer or \$161,737) before insurance would begin paying for damages. Since we are not in a high or medium risk earthquake area, it is likely that any damage would be below that amount. We have not had earthquake insurance for a few years now. I think that is still a good decision.

We asked for a separate quote on the insurance with a \$1,000 deductible instead of a \$500 deductible. The \$1,000 deductible would make a minimal change in our insurance premium (\$702 with Consolidated, \$583 with MW). If we had 2 incidents in a year, we would have spent more on the deductible than if we had paid the \$702 or \$583 extra in premium). I don't think it is worth changing to the \$1,000 deductible.

An umbrella policy gives us \$1 million (or \$2 million) in additional coverage beyond what any of our other insurance gives us. This means that if a building is completely destroyed and replacement costs more than we insured it for, the umbrella insurance would pick up the difference. Or if we had a calamity where a number of people were injured on site and the liability insurance was not enough to cover, the umbrella insurance would give us \$1 million or \$2 million more to cover the excess costs. The difference between the \$1 million coverage and \$2 million coverage is \$701 for Consolidated, \$400 for MW. The board needs to decide whether to pay the extra amount for \$1 million additional coverage.

Vote: To accept the proposal of _____ for building and contents, general liability, crime coverage, automobile and workers compensation insurance for the Jasper County Public Library for the next year, beginning April 16, 2005, at a cost of \$_____ which includes a \$___ deductible on building and contents and an umbrella policy for \$ _ million.

**JASPER COUNTY PUBLIC LIBRARY
PROPOSAL COMPARISON
2005**

<u>Specifications</u>	<u>Consolidated, Inc. Ohio Casualty Grp</u>	<u>MW Insurance State Auto</u>	<u>Century _____?</u>
<i>Property:</i>			
Blanket Limit \$7,617,531			
Blanket extra expense \$50,000	* <u>\$17,979</u>	<u>\$14,686</u>	<u>\$21,728</u>
\$500 deductible			
90% Coinsurance			
Replacement Cost			
Earthquake	<u>not quoted</u>	<u>\$1295</u>	<u>\$1,414</u>
		5% deductible	
Alt. \$1000 ded	<u>-\$702</u>	<u>- \$583</u>	<u>-\$1,293</u>
<i>Boiler & Machinery:</i>			
Limit -			
Loc #1 - \$3,233,719			
Loc #2 - \$3,137,037			
\$500 deductible	<u>\$2,266</u>	<u>Included</u>	<u>\$2,073</u>
	Quoted all 3 locations	quoted all 3 locations	
<i>Inland Marine:</i>			
Computer Equipment			
Loc #1 - \$109,207			
Loc #2 - \$ 54,022			
Loc #3 - \$ 36,539			
Fine Arts			
Limit \$100,000			
\$250 deductible	<u>\$970</u>	<u>\$8,501</u>	<u>\$505</u>
		Includes builders' risk	
<i>Glass:</i>			
As per schedule	Included	Included	Included
<i>Crime:</i>			
Blanket Faithful Performance			
Limit \$25,000			
No Deductible	<u>Included</u>	<u>\$565</u>	<u>\$153</u>

* Includes blanket extra expense (extra expense incurred after we suffer a loss—for instance rental of a trailer after a fire, etc.) of \$40,000 + extra expense of \$100,000 per library.

<u>Specifications</u>	<u>Consolidated</u>	<u>MW</u>	<u>Century</u>
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General Liability:

General Agg.	\$2,000,000		
Prod/Comp Ops Agg.	\$2,000,000		
Personal Injury	\$1,000,000		
Each Occurrence	\$1,000,000		
Fire Damage	\$ 50,000		
Medical Payments\$	5,000	<u>\$1,654</u>	<u>\$1631</u>
			<u>\$6,441</u>

Automobile:

Hired & Nonowned			
Auto Liability	\$1,000,000		
Hired Physical			
Damage	\$ 25,000		
	\$ 250 ded	<u>\$329</u>	<u>\$153</u>
			<u>Included*</u>
			*Hired physical damage not available

Workers Compensation:

Limits: \$100/\$500/\$100

Payroll: Prof,cler: \$842,262			
Janitorial \$51,967	<u>\$6,742</u>	<u>\$5,760</u>	<u>\$3,591</u>

Umbrella:

Limit \$1,000,000	<u>\$682</u>	<u>\$575</u>	<u>\$545</u>
Alt: Limit\$2,000,000	<u>\$1383</u>	<u>\$975</u>	<u>\$1,054</u>
Retention:	_____	<u>none</u>	_____

**JASPER COUNTY PUBLIC LIBRARY
INSURANCE 2005-2006**

<u>COVERAGES</u>	<u>CONSOLIDATED, INC.</u> <u>Ohio Casualty Group</u>	<u>MW INSURANCE</u> <u>State Auto</u>	<u>CENTURY</u> <u>?</u>
Property	\$17,979	\$14,686	\$21,728
Boiler & Machinery	\$2,266	Included	\$2,073
Inland Marine	\$970	\$ 8,501	\$505
Glass	Included	Included	Included
Crime	Included	\$ 565	\$ 153
General Liability	\$ 1,654	\$ 1,631	\$6,441
Automobile	\$329	\$ 153	Included
Workers Compensation	\$ 6,742	\$ 5,760	\$ 3,591
Umbrella	\$682	\$ 575	\$ 545

TOTAL ANNUAL COST	\$30,622	\$30,266	\$35,036
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Rates changed
after proposal submitted. Total
is correct. Figures will not add up
correctly

In June, we will drop our builders' risk insurance on the new building and add regular insurance on its building and contents. We will keep the insurance on the old building, but drop the contents insurance to a \$30,000 value. These companies propose the following rates once we make those changes:

Consolidated	MW Insurance
\$24,239	\$29,522

Jasper County Public Library Library Capital Projects Fund 2006-2008

I. The Library District

Jasper County Public Library serves all of Jasper County except for Carpenter Township and Remington, with the headquarters library in Rensselaer (208 W. Susan), and branches in DeMotte and Wheatfield.

A seven-member board of trustees governs the library. Mark Heinig III and Timothy Schultz are appointed by the County Council, Joan Floyd and Sue Deardorff by the County Commissioners, Anne-Marie Egan and Mari Anne Sayler by the Rensselaer Central School Board and Michael Crawford is appointed jointly by the Kankakee Valley School Board and West Central School Board. Terms have staggered expiration dates. The library employs 51 persons (the equivalent of 26.2 full-time staff) to work the combined 169 hours the three libraries are open each week.

Current Annual Budget (2005)

<u>Fund</u>	<u>Budget</u>	<u>Tax Levy</u>	<u>Tax Rate</u>
Operating	\$1,663,003	\$871,034	.0495
Debt Service	\$551,990	\$543,736	.0309
Library Improvement Reserve	\$141,381	\$0	0
Library Capital Projects	\$188,513	\$170,687	.0097

II. Facilities

The DeMotte (901 Birch St. S.W.) and Rensselaer (208 W. Susan) libraries, built in 1992, are approximately **17,000 square feet** each. Estimated current value of the Rensselaer library is \$3,234,744. Estimated current value of the DeMotte Library is \$3,137,997 (includes building, contents, outside structures).

The Wheatfield Library (170 S. Grace), built in 1986, is approximately **6,000 square feet**. Estimated current value is \$1,244,790 (building, contents, outside structures). A new **14,900 square foot** library for Wheatfield (350 S. Bierma Street) will be completed and occupied in June 2005. Estimated value will be \$2,939,014. We expect to sell the library on Grace Street.

All four buildings are in basically good condition.

We have long realized the need to change the DeMotte Library's entrance from the west to the east side of the building to provide patrons with ample, safer, more accessible and convenient parking. We also realize that the library will need internal changes in the future to accommodate expected population growth. This plan builds in funds for meeting DeMotte's needs in the future.

The library district does not own any real estate other than described above.

III. Library Service Area

The library service area is 506 square miles with a population of 27,947. The 2004 annual report shows **17,403** resident registered borrowers and **737** non-resident registered borrowers.

Library use: The number of persons entering our libraries during an average *week* in 2004 was **3,762**.

Patron assistance: Patrons often need help finding the book or information they need. Staff handles about **502** requests for assistance per week at the libraries.

Hours: Wheatfield is open 50.5 hours per week, including one evening and Saturdays. DeMotte is open 58 hours per week, including three evenings and Saturdays. Rensselaer is open 60 hours per week, including four evenings and Saturdays.

Materials collection:

Type of Material	DeMotte	Rensselaer	Wheatfield
Books	53,855	58,337	29,602
Videos & DVDs	1964	3130	1253
Audiocassettes & CDs	2150	3072	1994
Software & CD-ROMs	270	367	211

Periodicals/Newspaper Subscriptions owned by JCPL: 497.

The Library does not limit patrons to use of their own agency's collections. It shares material freely among the three locations via daily courier service. It also borrows almost 2,000 items per year from other libraries across the country through interlibrary loan.

Circulation: Total circulation for 2004 was **310,824 items**, a 3.7% increase over the previous year. This included 104,875 children's items.

Public programming: The libraries offer a large and varied selection of programs for persons of all ages. In 2004, the 3 libraries offered a total of **902 programs**, with a total **attendance of 14,987**. These included book discussions, children's story hours, sign language classes, local history, computer and Internet training, tax assistance for low income persons and a great variety of other programs.

Technology:

An automated library system provides for the cataloging of materials, circulation functions, record-keeping and an online patron access catalog.

The Library uses computers and fax machines to move information quickly among the branches and to and from other libraries and patrons' homes and offices. It offers satellite programming to the community through a tunable satellite dish.

The Library has a home page on the World Wide Web (www.jasperco.lib.in.us) with links guiding Internet users working in the library or in their homes or offices to useful websites. All staff computers and 45 public workstations now have Internet access. Patrons made **15,740** visits to the library's well-used Internet workstations last year.

In addition, a wide-area network allows patrons at all three libraries to access valuable online databases and allows staff to share files with each other. DeMotte and Rensselaer each have four public cd-rom/online database workstations, Wheatfield has two. Most of the online databases leased by the library are also available to patrons from their home or office computers.

Each library provides PCs for patron word processing and spreadsheet needs. Rensselaer has four, Wheatfield has three, and DeMotte has two. In addition, each library has a computer dedicated to children's educational programs and games. Both Rensselaer and DeMotte have a PC that patrons can use to access CD-ROM databases and Internet sites specifically related to Genealogy.

IV. Anticipated Capital Projects Fund Resources

1. Sources and amounts of anticipated income

	2006	2007	2008
Property Taxes	\$244,055	\$252,301	\$261,478
Auto Excise	\$28,000	\$29,000	\$29,750
Financial Institutions Tax	\$400	\$435	\$465
CVET	\$2,700	\$2,900	\$3,100
Other Revenue (Interest)	\$8,500	\$16,000	\$35,000
TOTAL	\$283,655	\$300,636	\$329,793

2. Amount of revenue to be retained for expenditures proposed for future year.

2006	\$ 238,655 plus amount retained from previous year = \$378,655
2007	\$ 255,636 plus amount retained from previous years = \$634,291
2008	\$ 284,793 plus amount retained from previous years = \$919,084

3. Projected assessed valuation of the library district

2006	2007	2008
\$1,835,000,000	\$1,897,000,000	\$1,966,000,000

4. Projected tax rates and levies for the Capital Projects Fund based on the above assessed valuations.

	2006	2007	2008
Proposed property tax rate	\$0.0133	\$0.0133	\$0.0133
Proposed levy	\$244,055	\$252,301	\$261,478

V. Proposed Use of the Capital Projects Fund

I.C. 20-14-13-4(b)(1) states that the Library Capital Projects Fund may be used to pay for planned construction, repair, replacement, remodeling or lease of existing real estate. It may be used to pay for site acquisition and development. I.C. 20-14-13-4(c) states that it may be used to pay for purchase, lease, or repair of equipment to be used by the library district. I.C. 20-14-13-4(d) states that it may be used to pay for the purchase, lease, upgrading, maintenance, or repair of computer hardware or software.

BUDGET YEAR: 2006

Location: System-wide

An appropriation of \$45,000 will be made for purchase, maintenance and upgrading of network cabling, equipment and systems and of computer hardware and software.

Allocation for Future Projects:

Location: DeMotte Library

The sum of \$238,655 will be set aside for future renovation at the DeMotte Library.

BUDGET YEAR: 2007

Location: System-wide

An appropriation of \$45,000 will be made for purchase, maintenance and upgrading of computer hardware and software, and for network and automated systems hardware and software.

Allocation for Future Projects:

Location: DeMotte Library

The sum of \$255,636 will be set aside for future renovation at the DeMotte Library.

BUDGET YEAR: 2008

Location: System-wide

An appropriation of \$45,000 will be made for purchase, maintenance and upgrading of computer hardware and software, including network and automated systems hardware and software.

Location: DeMotte Library

An appropriation of \$284,793 will be made for future renovation at the DeMotte Library.

Summary of Proposed Expenditures
And
Allocation to Future Projects By Plan Year:

	<u>2006</u>	<u>2007</u>	<u>2008</u>
Planned construction, repair, replacement or remodeling	\$0	\$0	\$0
Purchase, lease or repair of equipment:	\$0	\$0	\$0
Upgrades, repair and maintenance Of computer hardware and software	\$45,000	\$45,000	\$45,000
<u>Subtotal Proposed Expenditures:</u>	\$45,000	\$45,000	\$45,000
Allocation for Future Projects	\$378,655 *	\$634,291*	\$919,084*
<u>Total Expenditures and Allocations:</u>	\$423,655*	\$679,291*	\$964,084*

* Includes capital project funds set aside for allocation for future projects from previous year(s) which have not yet been spent.

LIBRARY CAPITAL PROJECTS FUND PLAN SUMMARY
Jasper County Public Library

EXPENDITURES:	2006	2007	2008
(1) Planned construction, repair, replacement or remodeling	-0-	-0-	-0-
(2) Acquisition of real property	-0-	-0-	-0-
(3) Site development	-0-	-0-	-0-
(4) Emergency Allocation	-0-	-0-	-0-
(5) Purchase, lease, repair, maintenance of equipment	-0-	-0-	-0-
(6) Purchase, lease, repair, maintenance of computer hardware and software	\$45,000	\$45,000	\$45,000
SUBTOTAL EXPENDITURES	\$45,000	\$45,000	\$45,000
(7) Allocation for future projects (cumulative totals)	\$378,655	\$634,291	\$919,084
TOTAL EXPENDITURES & ALLOCATIONS	\$423,655	\$679,291	\$964,084
SOURCES AND ESTIMATES OF REVENUES			
January 1 Cash Balance	\$140,000	\$378,655	\$634,291
Less encumbered appropriations	-0-	-0-	-0-
Cash balance available for current plan	\$140,000	\$378,655	\$634,291
Property taxes	\$244,055	\$252,301	\$261,478
Excise, CVET & F I T Receipts	\$ 31,100	\$32,335	\$ 33,315
Other revenue	\$ 8,500	\$16,000	\$ 35,000
TOTAL FUNDS AVAILABLE FOR PLAN	\$423,655	\$679,291	\$964,084
Projected Tax Rate for Library Capital Projects Fund	\$0.0133	\$0.0133	\$0.0133
Projected Tax Rate is based upon an estimated Assessed valuation of	\$1,835,000,000	\$1,897,000,000	\$1,966,000,000

MEMORANDUM

Personnel Policy

Summary: The Policy Committee recommends changes in the salaries of librarians and systems administrator to help us retain the good people we have. They recommend the elimination of the "floater" position. They recommend minor changes in the Sick Leave provisions. A change in the Leave Without Pay provisions emphasizes the importance of good attendance.

Discussion: We polled clerical salaries in the community and concluded that our nonprofessional salaries are competitive for the local job market and need no revisions. Professional salaries are not in line with other libraries that vie for our professionals, such as Tippecanoe County, Lake County, Lowell, Porter County.

A Librarian 1 is a college graduate who has passed 9 exams or (under new regulations) 15 hours of library science courses *and* who is responsible for a major department or a library branch. The starting salary is presently \$12.46 per hour or \$25,917. That is a low salary for a college graduate with appreciable library science education.

A Librarian 2 is a college graduate with an ALA-accredited Masters in Library Science. Persons in this category are performing professional duties but are not in charge of a major department of the library. Our starting salary is \$13.23 per hour or \$27,518. Our state association recommends that we pay beginning MLS librarians no less than a beginning teacher with a master's degree gets. For the KV School Corporation, that is \$35,909.

A Librarian 3 is a college graduate with an ALA-accredited MLS who is in charge of a major department (Youth Services or Technical Services) or a branch (Rensselaer, Wheatfield, DeMotte). Our starting salary is \$14.75 per hour or \$30,680. That is much lower than any other library in northwest Indiana except the tiny libraries of Newton, Starke and Pulaski Counties. The Systems Administrator salary is the same as the Librarian 3 salary.

The Policy Committee recommends raising the starting salaries for these 4 classifications by \$.50 per hour and raising the top salary for Librarian 3 and Systems Administrator, to encourage these valuable and very hard-to-replace people to stay

with us 11 years before reaching the maximum salary. The top salary would then be \$46,946 instead of \$41,808.

These salary changes would add \$7,280 to our 2006 salaries beyond what the normal 4% increase would bring.

Our "floater" is a person who works 5 hours per week at Wheatfield, 5 hrs at DeMotte, 5 hours at Rensselaer and 5 hours in Technical Services, filling in during those hours when each library is in need of extra assistance. Staff tell us it was an idea that did not work as well as desired. We have a staff change occurring mid-May which will put our present "floater" into a Library Assistant position at Rensselaer. When this happens, staff wants the 20 "floater" hours divided between the 3 libraries and technical services and the floater position eliminated. We concur with their recommendation.

Other recommended changes in the policy are noted on the attached and need no further explanation.

PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those who are not covered by the terms of the Fair Labor Standards Act.
2. **The Board of Directors** of the Jasper County Public Library will hereinafter be referred to as "The Board".
3. The **Jasper County Public Library** will hereinafter be referred to as "JCPL".
4. **Certified** employees are defined as any employees holding or qualifying for any of the five Indiana Library Certification levels.
5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the five Indiana Library Certification levels.
6. A **work week** is defined as Sunday through Saturday.
7. **Overtime** is defined as any time worked over 40 hours per week.
8. The **orientation period** is the first six months of employment, during which a new employee must satisfactorily demonstrate the ability to perform his/her duties.

ADMINISTRATION AND MANAGEMENT

(4/04)

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.
2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.
3. All employees are employees at will and can be terminated at any time without notice.
4. JCPL shall observe Indiana Library State Certification requirements.
5. Each employee will be evaluated annually in writing. New employees will also be evaluated *twice during* their orientation period. The Director will be evaluated annually in May.

6. Close relatives of Board members and staff shall not be employed by the Library. A special exception may be granted by the board for a person employed on an irregular and very limited basis.

SALARIES

1. This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library and whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.
2. The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.
3. The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.
4. Explanation of Salary Plan

- 4.1 The first six months of employment is an orientation period, a period designed to determine if the employee is suited to the job and capable of satisfactorily performing the work assigned.

Pages, clerks and Library Assistant 1's will be evaluated after 3 months of employment. They will receive a 10 cent salary increase with a satisfactory 3 month evaluation.

All new employees will be evaluated after six months' employment. A satisfactory rating upon completion of the six-month orientation period will qualify the individual as a regular employee. Pages, clerks and Library Assistant I's will receive another 10 cent salary increase at this time and again at the end of the first year of employment if performance is satisfactory.

An unsatisfactory rating at any time during the orientation period may result in immediate termination.

- 4.2 An employee must work 8 months in the same position to qualify for the annual increase in January.

A new employee who has not completed his/her first full year of employment by January 1 will receive the first annual increase beginning with the pay period following the anniversary date of his/her one year employment.

The employee will be eligible for only a 2% increase the following January, if s/he has worked more than 3 months and less than 8 months at his/her one year salary. If the employee has worked less than 3 months at his/her one year salary, s/he remains at the present rate until the following January.

- 4.3 Each year an employee's annual salary will increase by 4%, except for those in the "Page" classification and those who have reached the maximum salary level for their classification. Page salaries are detailed in the Salary Schedule Chart, below.
- 4.4 Employees working less than an average of 8 hours per week do not automatically qualify for annual increases.

5. Work Performance

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to receive a raise.

6. Upon Reaching Maximum Salary

An employee who reaches the maximum salary for his/her classification will be eligible for a 2% annual increase each year.

7. Changing Classifications

7.1 Moving from one classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.

7.2 When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.

7.3 Upon promotion, an employee's salary shall immediately be raised to a minimum of 50 cents per hour above his/her present rate.

Jasper County Public Library

~~2004~~ Salary Schedule

Classification	Minimum	Maximum	Business Manager	\$12.17	\$17.50
Clerk	\$7.12	\$9.52	Librarian 1	\$12.4696	\$17.72 4
Library Assistant I	\$7.63	\$10.58	Librarian 2	\$13.2373	\$18.5279
Library Assistant II	\$9.26	\$14.58	Librarian 3	\$14.75	\$20.10
Assistant Bookkeeper	\$9.26	\$14.58	Systems Administrator	\$15.25	\$22.57
Library Specialist I	\$9.58	\$14.91	Janitor	\$14.75	\$20.10
Library Specialist II	\$11.90	\$16.20	Janitor Maintenance	\$15.25	\$22.57
Library Specialist III	\$12.12	\$16.70		\$8.65	\$11.64
Classification	Minimum	Maximum		\$10.00	\$14.55

	Minimum	One year	2 yrs	3 yrs	4 yrs
Page	\$5.75	\$6.05	\$6.35	\$6.65	\$6.95

8. Interim Services

When an employee is asked to take on a major portion of the essential responsibilities of an absent employee in a higher job classification for more than three months, s/he will receive additional pay as determined by the Director for the time in which s/he serves in an interim capacity.

9. Salary Classifications

Page: Must be 15 years old. If expected to work beyond 7:00 PM, they must be 16. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school graduate. Clerical and typing work. May also work at circulation desk.

Library Assistant I: H.S. graduate. In addition to clerical duties, will do basic ready reference work or work in technical services department doing basic materials processing.

Library Assistant II: H.S. graduate with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

Floater: Same requirements as Library Assistant II plus special ability to adapt to needs of all 3 libraries. Clerical and basic reference duties.

Library Specialist I: 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: Five years' experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

Library Specialist III/Special Services Librarian: College graduate or 10 years' experience as a Library Specialist and head of a major library department or area.

Assistant Bookkeeper: High school graduate. Assists in data entry, payroll, accounts payable and receivable, generation of financial reports

Business manager: 2 years accounting experience. Manages business operations of Library System including supply inventory, financial records, personnel records, benefits administration, general office and secretarial duties.

Janitor: Responsible for cleaning and light maintenance of library building.

Janitor/Maintenance: Responsible for cleaning and maintenance of library building.

Librarian I: Bachelor's degree and Indiana library certification. Responsible for Youth Services, Technical Services or a Branch.

Librarian II: MLS degree and Indiana library certification. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Librarian III: MLS degree and Indiana library certification. Responsible for management of a library or Technical Services Department.

Systems Administrator: Specialized training or 2 years computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

Director: MLS degree plus 2-3 years supervisory experience and Indiana Library Certification 1. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

BENEFITS

1. **Employees qualified for benefits:** Sections 2 through 7 apply to persons working 32 or more hours per week. Section 2 (Sick Leave) and Section 4 (Vacation Leave) apply also to employees working 20 - 31 hours per week after they have completed 3 years of service.

2. **Sick Leave**

2.1 A **sick day** is defined as the number of hours the employee is regularly scheduled to work on the day missed up to a maximum of 8 hours.

2.2 Employees receive 1 sick day with pay per month during their first partial year of employment. Sick leave with pay of 12 days per year is granted each January thereafter. Employees working 20 to 31 hours per week will receive sick leave on a prorated basis.

2.3 Sick leave may accumulate to a maximum of 96 days.

2.4 Sick leave may be used in case of illness of the employee, or *close relative* provided these are living in the employee's household.

2.5 Five (5) days of an employee's *paid* sick leave per year may also be used for critical care needs of a parent or child not living in the household, with approval of the Director.

2.6 Sick leave may be used for medical appointments if an appointment cannot be made on the employee's own time.

2.7 Employee should notify supervisor of his/her desire to take sick leave 30 days before sick leave would begin for a foreseeable medical procedure.

2.8 Sick leave is a privilege to be used only for the above purposes. Sick leave cannot be used as vacation or earned time off.

2.9 Sick time may be used with special approval of the supervisor or director for extended funeral leave for immediate family members, funerals involving long distance travel, and for funerals of non-immediate family members.

2.10 An employee who is absent due to illness for 5 or more consecutive scheduled working days must present his/her supervisor with a physician's statement releasing him/her to return to work and specifying any limitations.

3. **Holidays**

3.1 Employees who work an average of 32 hours or more per week are eligible for paid holidays which are determined by the Holiday Policy.

3.2 All employees working 32 hours or more per week will receive paid 8 hour holidays for the days set by the Holiday Policy.

3.3 If the holiday falls on the employee's day off, that employee is granted equivalent time off with pay to be taken within the pay period. If the employee works 40 hours per week, the equivalent time must be taken within the work week, except that exempt employees must take equivalent time off by the end of the next pay period.

4. **Vacations**

4.1 **Schedule of earned vacation credit**

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by five (5).

4.1.1 Certified librarians and Systems Administrator

A. Librarian or Systems Administrator working an average of 32 hours per week or more

0-4 years' service - 1.5 days per month with pay

5+ years' service - 2 days per month with pay

B. Director

0+ years' service - 2 days per month with pay

4.1.2 Non-Certified employees working an average of 32 hours per week or more

0-4 years' service - 1 day per month with pay

5-9 years' service - 1.5 days per month with pay

10+ years' service - 2 days per month with pay

4.1.3 Part time employees working 20 to 31 hours per week

3-9 years' service - 1 day per month with pay

10+ years' service - 1.5 days per month with pay

4.2 **Regulations**

4.2.1 No employee may take vacation without approval of the Director or his/her designee

4.2.2 Vacation time is not cumulative from one year to the next.

4.2.3 Vacation time accrued during one calendar year may be taken after the beginning of the following calendar year.

New employees are entitled to vacation benefits upon satisfactory completion of the six-month orientation period. The time worked during the orientation period counts toward vacation time once the employee has attained regular employment status.

Employees who successfully complete their orientation period are immediately eligible to take any vacation credit earned during the previous calendar year.

Employees failing to successfully complete their orientation will not be credited with any vacation time.

4.2.4 After first partial year of employment, all vacation time will be figured on the calendar year.

4.2.5 Any employee who has successfully completed his/her orientation period and leaves before the end of any year will be paid for unused vacation leave.

4.2.5 Vacation leave will not accrue during unpaid leaves of absence.

4.3 Regulations for employees earning vacation before 1994. (These employees were hired under a policy requiring them to take vacation time the same year they earned it.) (Revised 12/02)

4.3.1 No employee may take vacation without approval of the Director or his/her designee

4.3.2 Vacation time is not cumulative from one year to the next.

4.3.3 Vacation is credited at the rate of 2 days per month and may not be taken before the beginning of the month in which it is earned, except

4.3.4 In the years 2003-2005, employees may borrow up to 6 days of unearned vacation, earning the days back before borrowing more unearned days. Employees may not borrow vacation days from the next year.

4.3.5 Persons leaving JCPL employ will not be paid for unearned vacation days not taken.

4.3.6 Employees may defer (or accrue) days of their annual earned vacation leave, to be taken in the subsequent year, until they have accumulated 24 days of accrued vacation.

4.3.7 Employees may never take more than 24 vacation days in one year.

4.3.8 Vacation leave will not accrue during unpaid leaves of absence.

5. **Funeral leave**

Time off with pay for not more than three (3) working days may be granted by the Director so that the employee may arrange for and attend a funeral of the employee's spouse, the employee or spouse's child, sibling, grandparent, or parent, or the spouse of any of the above.

Sick time may be used for extended funeral leave or funeral leave for non-immediate family members with the approval of the supervisor or director (see 2.8).

6. **Excused absences**

6.1 An excused absence with pay may be granted by the Director or his/her designee to any employee working an average of 32 hours or more per week. Excused absences are granted when weather conditions necessitate the closing of the library.

Such absences will not be charged to accrued compensatory time, vacation leave, or sick leave. Any employee who is on sick or vacation leave when library is closed for such stated emergencies will be charged with his/her sick or vacation leave as if the library were open for business. If the library closes for such emergencies on an employee's day off, the employee will not receive another day off. Employees working fewer than 32 hours per week have the option to make up any lost time.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to his/her usual workplace. Carpooling to the new location is expected when practical.

6.2 **Jury Duty**

6.2.1 Employees will be granted leave of absence with pay for jury duty.

6.2.2 Pay under such circumstances shall be determined as the difference between normal wages for working hours missed at the library and the pay received for jury duty.

7. **Public Employee's Retirement Fund (PERF)**

7.1 Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director	Business Manager
Assistant Director	Library Specialist
Librarian 3	Library Assistant
Librarian 2	Special Services Librarian
Librarian 1	Systems Administrator

7.2 The employee's *mandatory* contribution to PERF is 3% of gross earnings. In addition, the Library also contributes to JCPL's PERF account. This money will be paid out to eligible JCPL employees during their retirement.

7.3 Eligible employees may also elect to make voluntary pretax and/or posttax contributions toward their retirement savings up to an additional 10% of gross earnings.

8. **Health/life insurance**

8.1 Group health insurance, which also offers vision, dental, life and accidental death benefits, is presently available to all employees working 30 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.

8.2 The Board will pay all but \$1.00 per year of the life insurance cost for any eligible employees who choose not to take the health insurance.

9. **Family and medical leave**

The Family and Medical Leave Act of 1993 provides qualified employees with leave of absence for up to twelve (12) weeks per year for certain family or medical reasons. Consult the JCPL FMLA Policy for more details. (p.171)

10. **Meal time**

Each employee working seven (7) hours or more in one day is allowed up to one (1) hour of their own time for lunch or supper.

11. **Break time**

Each employee is allowed a break of 15 minutes of paid time for each continuous working schedule of three and one-half (3 ½) hours.

Employees under the age of 18, who are scheduled to work six or more consecutive hours must take a 30 minute break without interruption between their third and fifth hours of work. If they work 7 or more hours in the day, the break is fully paid. If they work less than 7 hours, they are paid for 15 minutes of their break.

12. Leave without pay

Good attendance is a condition of employment and necessary for the smooth, efficient, economical running of the library. Leave without pay may, on occasion, be granted by the Director as long as it is not detrimental to JCPL. Unapproved absences without pay will result in disciplinary action.

13. Overtime/Compensatory Time

13.1 Except in emergency situations, non-exempt employees may work overtime only if compensatory time off can be arranged so that they work no more than 40 hours per week.

13.2 Exempt employees may work overtime and will receive compensatory time. It is preferred that compensatory time be taken within a month after it is earned. Compensatory time may be taken at a later date with the Director's permission.

14. Meetings and conferences

14.1 Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

14.2 All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. Board approval is required to attend workshops and other meetings which are not sponsored by ILF (Indiana Library Federation), ISL (Indiana State Library) or INCOLSA.

14.3 Employees attending meetings or conferences are paid only for their regularly scheduled hours. Any time exceeding the scheduled time shall be considered compensatory time and shall conform to sections 13.1 and 13.2 above.

14.4 To receive compensation for expenses incurred for any meeting, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Monday preceding the next board meeting.

15. Travel Expenses

15.1 Approved library business includes conferences, workshops or meetings approved by the Board and travel among the three libraries of the Jasper County Public Library system.

15.2 Employees or board members traveling on approved library business outside their city or town limits will be reimbursed for mileage at the IRS approved rate.

16. Appropriate dress

In order to project a professional image of the library, staff may not normally wear jeans, cut-offs, or shorts while on duty. Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director. The Director and supervisors will determine what is appropriate dress.

17. Alcohol and drug use

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be terminated. All violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

18. Discipline

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis.

19. Second jobs: JCPL does not prohibit employees from working at second jobs. The job cannot, however, interfere with meeting the staffing needs of JCPL. Employees may not work at second jobs while on leave (except vacation leave) from JCPL.

20. Workers Compensation: This insurance covers employee work-related injuries. It pays for medical expenses and for time off work due to the injury. The employee may use paid sick leave to make up the difference between workers' compensation time-off reimbursement and the employee's normal wage for that time period.

JCPL FINANCIAL STATEMENT

F1

March 31, 2005

	<u>Beginning 2005 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$580,559.27	\$128,105.56	\$433,159.48	\$55,841.30	\$68,188.21	\$215,588.00
Includes Investments of:						
Public Library Access Card Fund	\$26.00	\$0.00	\$26.00	\$0.00	\$28.00	\$28.00
Gift Fund	\$4,067.95	\$347.37	\$1,729.51	\$1,285.62	\$2,438.93	\$4,777.37
DeMotte	\$495.86	(\$24.63)	\$1,002.04	\$1,144.44	\$1,364.35	\$858.17
Rensselaer	\$2,665.70	\$300.00	\$655.47	\$141.18	\$1,064.58	\$3,074.81
Wheatfield	\$906.39	\$72.00	\$72.00	\$0.00	\$10.00	\$844.39
Library Improvement Reserve Fund	\$200,712.12	\$49,535.00	\$49,535.00	\$178.26	\$1,495.92	\$152,673.04
Includes Investments of:						
Bond & Interest Redemption Fund	\$24,412.51	\$0.00	\$0.00	\$0.00	\$0.00	\$24,412.51
Includes Investments of:						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,763.00
Transfer from OPER Fund						
Capital Projects Fund	\$2,716.20	\$1,169.00	\$1,169.00	\$3.77	\$34.04	\$1,581.24
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$93.14	\$117.14	\$25.74	\$49.74	(\$67.40)
Levy Excess Fund	\$18,864.54	\$0.00	\$0.00	\$0.00	\$0.00	\$18,864.54
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$2,040,731.23	\$246,450.61	\$881,304.61	\$1,759.29	\$31,002.86	\$1,190,429.48
Includes Investments of \$1,650,000						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,544.91	\$16,971.85	\$5,544.91	\$16,971.85	\$0.00
FICA Tax Collected	\$0.00	\$5,233.81	\$15,954.32	\$5,233.81	\$15,954.32	\$0.00
State Tax Collected	\$2,281.19	\$2,403.43	\$7,065.66	\$2,343.79	\$7,128.26	\$2,343.79
County Tax Collected	\$599.16	\$630.58	\$1,856.81	\$613.41	\$1,871.06	\$613.41
Deferred Comp.	\$0.00	\$4,741.10	\$14,223.30	\$4,741.10	\$14,223.30	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,355.90	\$10,108.77	\$3,365.67	\$10,108.77	\$0.00
Employee Life Insur.	\$0.00	\$30.80	\$93.91	\$30.80	\$93.92	\$0.01
Employee P.E.R.F.	\$7,678.26	\$0.00	\$7,678.26	\$2,643.52	\$8,050.13	\$8,050.13
Credit Union	\$0.00	\$2,323.81	\$5,402.97	\$2,323.81	\$5,402.97	\$0.00
TOTAL ALL FUNDS.....	\$2,913,621.43	\$449,965.02	\$1,446,396.59	\$85,934.80	\$183,042.28	\$1,650,267.12

Bank Balances

Jasper County Public Library

Report as of: 3/31/2005

<i>Bank</i>		
1	Peoples State Bank	\$297,899.53
2	Demotte State Bank	\$9,055.07
3	Peoples State Bank-LIRF Acct	\$152,673.04
4	PSB-LIRF CD#3004376	\$0.00
5	Cash On Hand	\$210.00
6	Peoples State Bank-Construction Ckg.	\$748,694.78
7	PSB-Lee Co. (Escrow)#0326100	\$350.00
8		\$0.00
9	PSB Const.- (6mon) CD#3004279	\$0.00
10	PSB Const.- (6mon) CD#3004260	\$0.00
11	PSB Const.- (6mon) CD#3004252	\$0.00
12	PSB Const.- (6mon) CD#3004244	\$0.00
13	PSB Const.- (6mon) CD#3004236	\$0.00
14	PSB Const.- (9mon) CD#3004228	\$300,000.00
15	Peoples State Bank-ESCROW Acct	\$141,384.70
<i>Total all banks =</i>		<i>\$1,650,267.12</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 3/1/2005 To 3/31/2005

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,454.00	\$0.00	\$54,454.00	\$4,537.86	\$13,526.05	\$40,927.95	24.8
1.12 SALARY OF ASSISTANTS	\$787,808.00	\$0.00	\$787,808.00	\$60,732.59	\$186,526.86	\$601,281.14	23.7
1.13 WAGES OF JANITORS	\$51,967.00	\$0.00	\$51,967.00	\$3,610.99	\$10,249.77	\$41,717.23	19.7
1.21 EMPLOYER'S SHARE-FICA	\$64,481.00	\$0.00	\$64,481.00	\$5,233.81	\$15,954.32	\$48,526.68	24.7
1.22 UNEMPLOYMENT COMPENSATION	\$4,553.00	\$0.00	\$4,553.00	\$0.00	\$0.00	\$4,553.00	0.0
1.23 EMPLOYER'S CONTRIB.- PERF	\$43,525.00	\$0.00	\$43,525.00	\$0.00	\$11,384.29	\$32,140.71	26.2
1.24 EMPLOYER'S CONTRIB.- INS.	\$66,666.00	\$1,193.58	\$67,859.58	\$4,583.47	\$15,770.44	\$52,089.14	23.2
1.31 OTHER PERSONAL SERVICES	\$100.00	\$0.00	\$100.00	\$2,900.00	\$8,360.00	(\$8,260.00)	8360.0
Subtotal	\$1,073,554.00	\$1,193.58	\$1,074,747.58	\$81,598.72	\$261,771.73	\$812,975.85	24.4
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$0.00	\$900.00	\$0.00	\$7.47	\$892.53	0.8
2.12 STATIONERY AND PRINTING	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$9,200.00	\$0.00	\$9,200.00	\$37.72	\$1,883.23	\$7,316.77	20.5
2.21 CLEANING & SANITATION SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$214.85	\$581.37	\$3,918.63	12.9
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$139.46	\$802.61	\$3,197.39	20.1
2.31 BUILDING MATERIALS & SUPPLIES	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$28.83	\$371.17	7.2
2.41 LIBRARY SUPPLIES	\$11,700.00	\$40.74	\$11,740.74	\$1,459.05	\$2,772.76	\$8,967.98	23.6
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
Subtotal	\$33,550.00	\$40.74	\$33,590.74	\$1,851.08	\$6,076.27	\$27,514.47	18.1
<i>3. Other Services and Charge</i>							
3.13 LEGAL SERVICES	\$2,507.00	\$0.00	\$2,507.00	\$0.00	\$0.00	\$2,507.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,500.00	\$6,970.00	\$12,470.00	\$6,873.30	\$7,904.97	\$4,565.03	63.4
3.21 TELEPHONE	\$5,800.00	\$0.00	\$5,800.00	\$782.86	\$1,619.33	\$4,180.67	27.9
3.22 POSTAGE	\$5,500.00	\$0.00	\$5,500.00	\$66.18	\$868.38	\$4,631.62	15.8
3.23 MILEAGE	\$7,500.00	\$125.96	\$7,625.96	\$999.29	\$1,624.65	\$6,001.31	21.3
3.24 PROFESSIONAL MEETINGS	\$7,500.00	\$0.00	\$7,500.00	\$121.03	\$2,291.34	\$5,208.66	30.6
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$239.55	\$384.55	\$1,415.45	21.4
3.26 NETWORKING	\$15,000.00	\$0.00	\$15,000.00	\$814.83	\$1,858.83	\$13,141.17	12.4
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.32 OTHER PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.0
3.4 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$1,875.00	\$38,125.00	4.7
3.51 GAS	\$42,000.00	\$0.00	\$42,000.00	\$4,030.29	\$14,104.88	\$27,895.12	33.6
3.52 ELECTRICITY	\$49,000.00	\$0.00	\$49,000.00	\$3,220.66	\$9,921.19	\$39,078.81	20.2
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$63.85	\$227.20	\$772.80	22.7
3.54 WASTE DISPOSAL SERVICES	\$3,200.00	\$0.00	\$3,200.00	\$258.14	\$707.83	\$2,492.17	22.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.61 BUILDING & STRUCTURES	\$48,000.00	\$42,735.00	\$90,735.00	\$574.31	\$54,441.31	\$36,293.69	60.0
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$45.95	\$97.85	\$202.15	32.6
3.91 DUES	\$1,800.00	\$0.00	\$1,800.00	\$150.00	\$1,630.40	\$169.60	90.6
3.93 TAXES & ASSESSMENTS	\$260.00	\$0.00	\$260.00	\$0.00	\$0.00	\$260.00	0.0
3.94 TRANSFER TO LIRF	\$20,524.00	\$0.00	\$20,524.00	\$0.00	\$0.00	\$20,524.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$58,594.00	\$0.00	\$58,594.00	\$2,319.80	\$11,591.31	\$47,002.69	19.8
Subtotal	\$319,555.00	\$49,830.96	\$369,385.96	\$20,560.04	\$111,349.02	\$258,036.94	30.1
<i>4. Capital Outlays</i>							
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0
4.4 FURNITURE & EQUIPMENT	\$5,940.00	\$3,365.85	\$9,305.85	\$2,065.49	\$3,049.19	\$6,256.66	32.8
4.51 BOOKS	\$139,000.00	\$334.80	\$139,334.80	\$12,305.41	\$28,783.79	\$110,551.01	20.7
4.52 PERIODICALS & NEWSPAPERS	\$22,600.00	\$0.00	\$22,600.00	\$621.57	\$1,440.95	\$21,159.05	6.4
4.53 NONPRINTED MATERIALS	\$68,104.00	\$2,929.37	\$71,033.37	\$9,103.25	\$20,688.53	\$50,344.84	29.1
Subtotal	\$236,344.00	\$6,630.02	\$242,974.02	\$24,095.72	\$53,962.46	\$189,011.56	22.2
Grand Total	\$1,663,003.00	\$57,695.30	\$1,720,698.30	\$128,105.56	\$433,159.48	\$1,287,538.82	25.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
3/18/2005	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.- INS.	\$1,193.58	COBRA Reimbursement-K.Woods (Jan- Feb-Mar'05)
1/3/2005	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	\$40.74	Encumbered from 2004 per Bd. Approval 12/27/04
2/25/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$170.00	Spanish Grant Reimbursement A/P #159 Veronica Rodriguez
3/14/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$6,800.00	LIRF Reimbursement-Prof.Lib.Lift Movers, A/P #242
2/25/2005	100 OPERATING FUND	3.23 MILEAGE	\$125.96	Spanish Grant Reimbursement A/P #146 Sandra Gersbach
3/10/2005	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$34,965.00	LIRF Reimbursement- C.P. Quality Floors, A/P #187
3/10/2005	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$7,770.00	LIRF Reimbursement-C.P. Quality Floors, A/P #187
1/3/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$3,365.85	Encumbered from 2004 per Bd. Approval 12/27/04
2/25/2005	100 OPERATING FUND	4.51 BOOKS	\$334.80	Spanish Grant Reimbursement A/P #133 OCLC
1/3/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$2,881.45	Encumbered from 2004 per Bd. Approval 12/27/04
2/25/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$47.92	Spanish Grant Reimbursement A/P #133 OCLC
1/3/2005	130 LIRF FUND	3.14 OTHER PROFESSIONAL SERVICES	\$6,800.00	Encumbered from 2004 per Bd. Approval 12/27/04
1/3/2005	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$42,735.00	Encumbered from 2004 per Bd. Approval 12/27/04
1/11/2005	160 CAPITAL PROJECTS FUND	4.2 BUILDINGS	(\$26,487.00)	Per DLGF 2005 Budget Order
2/16/2005	180 CONSTRUCTION FUND	3.52 ELECTRICITY	\$14,524.00	Refundable Deposit Ret'd, NIPSCO, A/P #1

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$58,775.21
130	\$49,535.00
160	(\$26,487.00)
180	\$21,301.85

Voucher List**Jasper County Public Library****Report Date: From 3/1/2005 To 3/31/2005**

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
111	187	JASPER COUNTY PUBLIC LIBR	3/10/2005	Bank Transfer to Operating (reimburse for Crown Point Quality Floor Project-A/P #176 & 177)	\$42,735.00
0	188	JASPER COUNTY PUBLIC LIBR	3/1/2005	EFT Bank Transfer of Interest Earned (Feb'05) for ESCROW overpayment.	\$236.30
0	189	PAYROLL	3/10/2005	PAYROLL	\$33,847.30
23804	190	ANTHEM BLUE CROSS AND B	3/10/2005	Health Insurance Mar '05	\$7,516.68
23805	191	CHICAGO TRIBUNE	3/10/2005	Annual Subscription 2/7/05-2/5/06;Rens	\$132.17
23806	192	ING	3/10/2005	Indiana Deferred Comp Plan w/held from 10 Mar 05 Payroll	\$2,370.55
23807	193	LA-PORTER FEDERAL CREDIT	3/10/2005	Direct Deposit Payroll 10 Mar '05-Jung, Stringfellow, Molenaar, Davis	\$1,104.65
23808	194	MIDWAYNET.NET	3/10/2005	Wireless Communication 3/1/05-3/31/05	\$421.00
23809	195	NORTHWESTERN INDIANA TE	3/10/2005	DeM. Telephones, Mar '05 Local Service	\$143.27
23810	196	TOWN OF DEMOTTE	3/10/2005	Sewer Service-DeM. Lib., Jan'05	\$64.60
23811	197	TOWN OF WHEATFIELD SEW	3/10/2005	Sewer Charge-Wh. Lib. Mar '05	\$41.05
23812	198	VISION SERVICE PLAN- (IN)	3/10/2005	VSP Insurance-March 2005 premium	\$141.76
0	199	INDIANA DEPARTMENT OF RE	3/18/2005	EFT - State & County tax w/held Feb 2005	\$3,034.01
0	200	IRS USA TAXPAYMENT	3/11/2005	EFT-FICA & Federal Tax withheld 10 MAR 05 Payroll	\$7,482.50
23813	201	ABC AUDIOBOOKS FOR CHILD	3/14/2005	Audiobooks	\$219.50
23814	202	ACE HARDWARE	3/14/2005	Drop Cloth for Demotte Carpet project-cover doorways	\$9.95
23815	203	BAKER & TAYLOR	3/14/2005	Books, Continuations, AY, AV Materials	\$11,035.59
23816	204	BARNES & NOBLE	3/14/2005	Books, Audiobook and Program Prize	\$173.69
23817	205	BETTER CONTAINERS MFG. C	3/14/2005	Small & Large Library Bags	\$317.56
23818	206	BOILER & PRESSURE VESSEL	3/14/2005	Boiler Inspection-Rens	\$49.00
23819	207	BOWKER	3/14/2005	Books-In-Print Supplement 2004-05	\$470.93
23820	208	CAPITAL ONE, F.S.B.	3/14/2005	Children's Program Supplies,Books,CD Roms, AV Material,SteamVac	\$1,242.08
23821	209	CENTRAL STATES SALES CO	3/14/2005	Ceiling Spot Bulbs-D & R	\$74.00
23822	210	CHARLOTTE FAGEN	3/14/2005	Children's Craft Supplies	\$9.77
23823	211	CHESTER TECHNOLOGIES	3/14/2005	Cisco Firewall & Maintenance, Print Master Gold, Keyboard	\$1,289.00
23824	212	CULLIGAN	3/14/2005	Water Cooler Rental Mar '05-Wh	\$9.95
23825	213	CYNTHIA RANSFORD	3/14/2005	Mileage-Incolsa Wrkshp & Walking Books, Wrkshp Expense	\$121.59
23826	214	DEMCO	3/14/2005	Labels & Audiobook Cases	\$164.87
23827	215	DIANA KOOY	3/14/2005	2 Telephones-Wheat	\$79.98
23828	216	ELLISON EDUCATIONAL EQUI	3/14/2005	Die cuts;Crab, Fish, Sea Horse, Shell	\$215.00
23829	217	GAIL JUNG	3/14/2005	Mileage-Deferred Comp. Mtg	\$42.73
23830	218	GAIL JUNG	3/14/2005	Rens. Petty Cash-Postage, Cards, Children's Program Supplies	\$34.12
23831	219	GA FOODS GROUP	3/14/2005	Rens. Adult Program Supplies	\$10.40
23832	220	HERITAGE OFFICE PRODUCT	3/14/2005	ILL Return Postage	\$7.62
23833	221	HIGHSMITH CO. INC.	3/14/2005	Bookmarks, Banners, Book Bags, Buttons, Stickers, Certificates	\$382.19
23834	222	HISTORIC LANDMARKS FOUN	3/14/2005	Indiana Preservationist Subscription to 3/31/06	\$25.00
23835	223	HP PRODUCTS CORP.	3/14/2005	Glass Cleaner, Floor Cleaner & Sealer	\$157.55
23836	224	HSBC BUSINESS SOLUTIONS	3/14/2005	CD's, DVD's & Software	\$195.87
23837	225	INCOLSA	3/14/2005	Membership Dues, NetLibrary, Gardening Resources Wkshp, Wheels Delivery Service	\$1,763.63
23838	226	INDIANA LIBRARY FEDERATIO	3/14/2005	Legislative Day-Stringfellow & Daugherty	\$60.00
23839	227	INGRAM	3/14/2005	Books	\$67.04
23840	228	INSPIRATIONAL DISTRIBUTOR	3/14/2005	Books	\$95.79
23841	229	JAN WAY COMPANY	3/14/2005	Navy Hanging Bags & Hooks-Rens	\$327.06

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
112	230	JASPER COUNTY PUBLIC LIBR	3/14/2005	Bank transfer to Operating Fund (reimbursement for Prof. Lib. Lift Movers)	\$6,800.00
23842	231	JENNIFER L. EVERS	3/14/2005	Mileage-Wheatfield Building Tour, Clay Albertson & Inventory	\$38.88
23843	232	KIM DELGER	3/14/2005	Clorox Wipes, Swifter Dusters, Contact Paper, Laminating	\$128.12
23844	233	LANDMARK AUDIOBOOKS	3/14/2005	Audiobook & CDW3 Plan Lease-Demotte	\$2,263.00
23845	234	LIVE OAK MEDIA	3/14/2005	Audiobooks	\$208.34
23846	235	LIBRARY VIDEO COMPANY	3/14/2005	DVD's, CD's and Software	\$1,411.29
23847	236	LINDA THOMPSON	3/14/2005	Mileage-Deposit & Ref. Counterparts	\$32.00
23848	237	LYNN DAUGHERTY	3/14/2005	Postage, Legislative Day Parking & Mileage	\$160.91
23849	238	NIPSCO	3/14/2005	Wheatfield Utilities;2/3/05-3/4/05	\$1,311.04
23850	239	PATTY STRINGFELLOW	3/14/2005	Meetings: Mgmt, Islam Program, CAPE Mtg, DeM. Carpet Mtg.	\$59.94
23851	240	POSTMASTER	3/14/2005	Annual PO Box 16 Rental-DeM. Lib.	\$36.00
23852	241	PRECISION CONTROL SYSTE	3/14/2005	Actuator Repairs, Wire repair on Boiler-DeM. Lib.	\$525.31
23853	242	PROFESSIONAL LIBRARY LIFT	3/14/2005	Equipment/Furniture Moving for DeM. Carpet Replacement	\$6,800.00
23854	243	QUALITY LASER TECHNOLOGI	3/14/2005	HP 1200 LaserJet Cartridge	\$25.56
23855	244	RACHAEL CAVINDER	3/14/2005	Mileage: School Visits, Marketing Mtg.	\$20.25
23856	245	REALLY GOOD STUFF	3/14/2005	Anniversary Celebration Materials-Rens. Lib.	\$38.00
23857	246	RECORDED BOOKS, LLC	3/14/2005	Audiobooks	\$359.00
23858	247	RENEE CARR	3/14/2005	Telephone Calls (Publicity)-10/13/04-2/13/05	\$8.28
23859	248	ROBBINS LIBRARY INTERIORS	3/14/2005	Borroughs/Wilsonstak Shelving, Oak Laminate End Panels & Slate Blue Countertop	\$1,813.80
23860	249	SANDRA S. GERSBACH	3/14/2005	Spanish Book Deliveries, Feb'05	\$31.59
23861	250	SCHOLASTIC LIBRARY PUBLIS	3/14/2005	Encyclopedias: Lands & People-2005, New Bk of Popular Science	\$1,036.00
23862	251	SECURITY COURIERS CORP.	3/14/2005	Courier Service b/w branches, 2/4-2/25/05	\$1,177.05
23863	252	SHEILA MAXWELL	3/14/2005	Postage, Mileage: NICCL Mtg, Oversee ComCast Installation, Technical Asst at branches	\$181.28
23864	253	SPRINT	3/14/2005	DataLine, Rens Local Phones, Payphone-March 2005	\$602.60
23865	254	SPRINT YELLOW PAGES	3/14/2005	Qtly Billing-Mar-Apr-May 2005 Yellow Pages	\$230.25
23866	255	SUDANCO AFFORDABLE ALTE	3/14/2005	Labels: 'Intentionally Empty' & 'Look For'	\$45.60
23867	256	THOMSON GALE	3/14/2005	Something About Author,v154	\$140.15
23868	257	TYSEN'S COUNTRY GROCERY	3/14/2005	Chess & Storytime, Toddler Time supplies- DeM.	\$17.70
23869	258	TYSEN'S FAMILY FOOD CENT	3/14/2005	Toddler Time, Valentine ,& AfterSchool Program Supplies-Wh. Lib.	\$9.41
23870	259	UNIQUE MANAGEMENT SERVI	3/14/2005	Initial & Secondary Placements, Feb '05	\$397.53
23871	260	VERONICA RODRIGUEZ	3/14/2005	Translation Services-Spanish Grant	\$73.30
23872	261	WALL STREET JOURNAL	3/14/2005	Wall Street Journal Newspaper, 5/05-5/07-Dem. Lib.	\$350.00
23873	262	WAL-MART COMMUNITY BRC	3/14/2005	DVDs, Music CDs, VHS, Ch. Craft Supplies, Pledge, Air Deodorizers, Works, etc.	\$2,503.84
150044	263	CAPITAL ONE, F.S.B.	3/14/2005	Arc-Corn Fabrics-Chair Fabric	\$38.73
150045	264	DESIGN TEX	3/14/2005	Fabric	\$237.53
150046	265	GOUGH, INC.	3/14/2005	Feb '05 Work Completed	\$225,200.00
150047	266	MARGARET MILBOURN	3/14/2005	19-Desk Chairs & 2 Lounge Chairs	\$1,485.00
150048	267	TROYER GROUP, INC.	3/14/2005	Jan '05 Architect Fees	\$3,487.00
150049	268	NORTHWEST COMMUNICATI	3/14/2005	Voice, Data, and Video Cabling @ 350 S. Bierma (Wh. Library)-50% completed	\$9,224.50
0	269	PAYROLL	3/25/2005	PAYROLL	\$37,934.14
23874	270	AFLAC	3/25/2005	Supplemental Ins-March '05 Premium	\$219.30
23875	271	AMAZON.COM CREDIT	3/25/2005	Books, Wheat. Book Discussion Books	\$163.84
23876	272	ANTHEM LIFE	3/25/2005	Life Insurance-25 Employees APR '05	\$92.43
23877	273	CHICAGO TRIBUNE	3/25/2005	Subscription 3/21/05-9/18/05;Dem	\$114.40
23878	274	CITY OF RENSSELAER	3/25/2005	Rens. Utilities 2/8/05-3/9/05	\$2,983.83
23879	275	ING	3/25/2005	Indiana Deferred Comp Plan w/held from 25 Mar 05 Payroll	\$2,370.55
0	276	IRS USA TAXPAYMENT	3/25/2005	EFT-FICA & Federal Tax withheld 25 MAR 05 Payroll	\$8,530.03

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
23880	277	LA-PORTER FEDERAL CREDIT	3/25/2005	Direct Deposit Payroll 25 Mar '05-Jung, Stringfellow, Molenaar, Davis	\$1,219.16
23881	278	NIPSCO	3/25/2005	Dem. Utilities 2/8/05-3/9/05	\$3,107.58
23882	279	OOMS BROS. DISPOSAL SERV	3/25/2005	Trash Service-DeM. Lib, 4/1/05-6/30/05	\$64.84
23883	280	SPRINT	3/25/2005	Long Distance calls 2/8/05-3/7/05	\$51.30
23884	281	SPRINT	3/25/2005	Wh. Telephones-Local Service	\$140.99
150050	282	NIPSCO	3/25/2005	Wheatfield Utilities-Construction Site	\$6,777.85
Total Amount of Claims					\$450,201.32

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, March 29, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$450,201.32

Date this 11th day of April, 2005.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

March 31, 2005

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FEES & FEES:			\$3,407.64	\$9,618.16
DeMotte	\$1,440.20	\$3,379.75		
Rensselaer	\$1,488.95	\$4,573.76		
Wheatfield	\$478.49	\$1,664.65		
PHOTOCOPIES:			\$754.78	\$2,048.02
DeMotte	\$292.00	\$770.55		
Rensselaer	\$366.03	\$948.28		
Wheatfield	\$96.75	\$329.19		
CARDS:			\$0.00	\$0.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$0.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$645.04	\$2,471.72
Checking/Repurchase/Savings	\$645.04	\$2,471.72		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$51,033.84	\$54,050.31
Rebates/Refund	\$50.00	\$352.68		
Insurance Claim (COBRA Reimbursement)	\$1,193.58	\$1,193.58		
Meeting Room Rental	\$50.00	\$50.00		
Interfund Reimbursement	\$49,535.00	\$49,535.00		
Other Reimbursements	\$75.00	\$75.00		
Other Receipts	\$0.26	\$0.26		
Equipment Sales	\$130.00	\$130.00		
Hispanic Grant Reimbursement	\$0.00	\$2,713.79		
TOTAL OPERATING FUND RECEIPTS.....			\$55,841.30	\$68,188.21
PLAC FUND:			\$0.00	\$28.00
GIFT FUNDS:			\$1,285.62	\$2,438.93
DeMotte	\$1,144.44	\$1,364.35		
Rensselaer	\$141.18	\$1,064.58		
Wheatfield	\$0.00	\$10.00		
LIB. IMPROV. RESERVE FUND: Oper.Transfer.....			\$178.26	\$1,495.92
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
CAGIT Spec.Distribution (was in OP Fund)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$3.77	\$34.04
Interest Earned	\$3.77	\$34.04		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:			\$25.74	\$49.74
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$1,759.29	\$31,002.86
Int. Earned(Chkg.,CD's,Escrow)	\$1,759.29	\$16,478.86		
Refund-NIPSCO	\$0.00	\$14,524.00		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$59,093.98	\$103,237.70

WITHHOLDING ACCOUNT FUNDS:

			\$26,840.82	\$79,804.58
FIT Tax Collected	\$5,544.91	\$16,971.85		
FICA Collected	\$5,233.81	\$15,954.32		
State Tax Collected	\$2,343.79	\$7,128.26		
County Tax Collected	\$613.41	\$1,871.06		
Deferred Comp Plan	\$4,741.10	\$14,223.30		
#125 Pre-tax Plan	\$3,365.67	\$10,108.77		
Life/Health Insurance	\$30.80	\$93.92		
PERF	\$2,643.52	\$8,050.13		
Credit Union	\$2,323.81	\$5,402.97		
TOTAL RECEIPTS - ALL FUNDS.....			\$85,934.80	\$183,042.28

F6a

Voucher List

Jasper County Public Library

Report Date: From 4/1/2005 To 4/11/2005

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
23885	283	ACE HARDWARE	4/11/2005	Toilet Repair parts, hardware	\$69.48
23886	284	ALCO DISCOUNT STORE #290	4/11/2005	Marketing Prizes, Ch.& Adult Prog. Supplies,	\$90.10
23887	285	ANDREE BUILDERS, INC	4/11/2005	Roof Leak repairs @ DeM.	\$388.00
23888	286	ASI SIGN SYSTEMS	4/11/2005	Spanish Sign, Modulex Letters, Business Mgr sign	\$292.05
23889	287	BAKER & TAYLOR	4/11/2005	Books, Continuations, AV, Spanish Grant Bks, Gift Bks	\$8,454.40
23890	288	BAKER & TAYLOR ENTERTAIN	4/11/2005	Videos, CD, Audio CD	\$196.07
23891	289	BRODART CO.	4/11/2005	Foam Letters - R E A D	\$137.60
23892	290	CAPITAL ONE, F.S.B.	4/11/2005	Airport Parking, Contact Paper, CIL Hotel Accommodations, Lettering (Outdoor Sign), credit	\$1,951.00
23893	291	CENTRAL STATES SALES CO	4/11/2005	LCD Projector Bulbs	\$29.16
23894	292	CHARLOTTE FAGEN	4/11/2005	Video-John Deere	\$11.99
23895	293	CIRCLE R ELECTRIC, INC.	4/11/2005	Power Relay & Light Contactor for Exterior Lights - Rens. Lib.	\$725.15
23896	294	CULLIGAN	4/11/2005	Water Cooler Rental, Water-Wh. Lib.	\$55.50
23897	295	CYNTHIA RANSFORD	4/11/2005	Mileage - Walking Bks, Interview @ Rens.	\$31.59
23898	296	DEMCO	4/11/2005	Headphones, Oak Magazine Wall Display	\$121.81
0	297	DEMOTTE STATE BANK	4/11/2005	Deposit Slips	\$14.50
23899	298	DIANA KOOY	4/11/2005	Genealogy Prog; Mileage-Bank Deposits, Counterparts Mtg, Phone presentation Mtg, Continuations Mtg.; Lt. Fixture	\$154.35
23900	299	FASE'S WATER TREATMENT	4/11/2005	Redout-12 bags	\$123.00
23901	300	GA FOODS GROUP	4/11/2005	Counterpart Mtg Supplies, Bk. Discussion Supplies	\$18.45
23902	301	GAYLORD BROS.	4/11/2005	Oak Sled Bench - Rens. Lib.	\$357.90
23903	302	HERITAGE OFFICE PRODUCT	4/11/2005	Canon BC20 Inkjet Cartridge	\$35.95
23904	303	HP PRODUCTS CORP.	4/11/2005	Stainless Steel Cleaner	\$61.77
23905	304	INDIANA DEPT. OF WORKFOR	4/11/2005	1st Qtr 2005 Unemployment Compensation (less credits)	\$3,607.28
23906	305	INDIANA STATE LIBRARY	4/11/2005	PLAC Card Sales, 1/1/05-3/31/05	\$28.00
23907	306	INCOLSA	4/11/2005	Workshops-Legal Resources on I-Net (Schulenberg, Weed); Bk Repair (Delger, Speacht, Thompson)	\$150.00
23908	307	INGRAM	4/11/2005	Paperback Books	\$172.31
23909	308	INSPIRATIONAL DISTRIBUTOR	4/11/2005	Christian Books (Series)	\$126.11
23910	309	INTEGRITY SOFTWARE, INC	4/11/2005	SofTrac License for Netware Servers	\$250.00
23911	310	JASPER COUNTY HOSPITAL	4/11/2005	Qty. Water Testing-Total Coliform-DeM. Lib.	\$15.00
23912	311	JENNIFER L. EVERS	4/11/2005	CIL Workshop Expenses, Mileage-Mgmt, ILF	\$106.58
23913	312	JILL TACHTIRIS	4/11/2005	Mileage-ILF Conference	\$98.01
23914	313	JR'S CUSTOM CABINETS, INC.	4/11/2005	CD Cabinet-DeM. Lib.	\$300.00
23915	314	KATHRYN WEED	4/11/2005	Mileage-Incolsa workshops	\$152.28
23916	315	KIM DELGER	4/11/2005	ILF Conference Expenses, Mileage, Parking	\$118.58
23917	316	KOLORTECH, INC.	4/11/2005	Circline Fl. Bulbs-Wh. Lib.	\$29.11
23918	317	LINDA THOMPSON	4/11/2005	Bk Repair Workshop Expense	\$7.41
23919	318	LISA DAVIS	4/11/2005	Staff Development Day, 100th Anniv Celebration, & ILF Conf. Expenses; Mileage-ILF & INCOLSA Wkshps	\$136.05
23920	319	MARLIS DAY, AUTHOR	4/11/2005	Author Visit/Bk Discussion @ Rens & Wh.	\$300.00
23921	320	MARLENE BEEDLE	4/11/2005	ILF Conference Expenses & Mileage	\$123.18
23922	321	MARY MOLENAAR	4/11/2005	ILF Expenses	\$14.90
23923	322	MIDWAYNET.NET	4/11/2005	Wireless Service b/w Rens-DeM. April 2005	\$420.00
23924	323	NANETTE SPEACHT	4/11/2005	Bk Repair Workshop Expense	\$7.16
23925	324	NAPPANEE PUBLIC LIBRARY	4/11/2005	NICCL Annual Dues	\$100.00
23926	325	NORTHWESTERN INDIANA TE	4/11/2005	April Local Telephone-DeM. & Elevator Phone Line Service call	\$165.00

FLB

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
23927	326	OCLC	4/11/2005	SPANISH Grant book	\$23.92
23928	327	PEGGY WOODS	4/11/2005	ILF Conf. Expenses	\$16.19
23929	328	POSTMASTER GENERAL	4/11/2005	Postage Stamps: 2000-\$.37; 40-\$.23; 60-\$.60; 40-\$1.00	\$825.20
23930	329	PRECISION CONTROL SYSTE	4/11/2005	Leaky valve, actuator repairs, roof leak investigation	\$892.39
23931	330	PUBLIC EMPLOYEES' RETIRE	4/11/2005	1st Qtr PERF Contributions	\$18,916.72
23932	331	QUILL CORPORATION	4/11/2005	Message Pads, Foam Tape, Envelopes, Index Cards, Pens, Markers, Pencils, Contact Paper, File Folders, Tape, Laser/Inkjet Cartridges, etc	\$951.33
23933	332	RACHAEL CAVINDER	4/11/2005	Mileage-Bk Salesman Visit, Distributing Posters	\$22.68
23934	333	REBECCA GIBSON	4/11/2005	Mileage-Mgmt Mtg, Continuations	\$42.12
23935	334	RECORDED BOOKS, LLC	4/11/2005	Audiobooks	\$135.60
23936	335	ROBBINS LIBRARY INTERIORS	4/11/2005	Shelving-Rens. Lib.	\$460.00
23937	336	SANDRA S. GERSBACH	4/11/2005	Mileage-Spanish Grant book deliveries	\$24.30
23938	337	SCHNAIBLE SERVICE & SUPPL	4/11/2005	Paper & M-Fold Towels, Kleenex, Stainless Steel Cleaner credit; Soap & EnMotion Dispensers-Wh. Bldg Proj.	\$187.83
23939	338	SECURITY COURIERS CORP.	4/11/2005	Courier service b/w branches, 3/4-3/25/05	\$1,197.00
23940	339	SHEILA MAXWELL	4/11/2005	CIL Mileage, taxi, parking & other related expenses, Mileage-ILF, Mgmt, Comcast setup @ DeM.	\$320.54
23941	340	STATE OF IN/DEP - PFEEP	4/11/2005	1st Qtr 2005 Payment-Facility Energy Savings Agreement	\$2,402.97
23942	341	TERRY J. FERRELL	4/11/2005	Snow Removal-Wh. Lib. (January 2005)	\$280.00
23943	342	TEACHING COMPANY	4/11/2005	DVD & CDs	\$1,790.86
23944	343	THE LIBRARY CORPORATION	4/11/2005	Terminal Server Mtnc Contract, 5/05-4/06	\$600.00
23945	344	TYSEN'S COUNTRY GROCERY	4/11/2005	Cleaning Supply-Glass Clnr, Disinfectant, Paper plates, cups, napkins, Ch. Prog. Supplies	\$81.31
23946	345	U.S. TOY CO/CONSTRUCTIVE	4/11/2005	Summer Rdg (fish theme) supplies, Marketing Supply (crayolas)	\$54.15
23947	346	VERONICA RODRIGUEZ	4/11/2005	Translation Services-Spanish Grant	\$40.00
23948	347	WAL-MART COMMUNITY BRC	4/11/2005	DVDs, Videos, Craft items, Scrapbooking, Chess Prog. Supply, Summer Rdg Crafts, Air Freshners, Cleaner, etc.	\$310.82
23949	348	WALL STREET JOURNAL	4/11/2005	Annual Newspaper Subscription thru 7/07-Wh. Lib.	\$350.00
23950	349	ADVANCED IMAGING SOLUTI	4/11/2005	Annual Lanier 5622 Copier Mtnc Contract and overrun 4/21/05-06.	\$1,086.37
150051	350	GOUGH, INC.	4/11/2005	WH. Bldg. Contract-curbs/walkways, stone work, finish carpentry, cabinets, trim, countertops, ceilings, roofing, plumb & Light fixtures, etc	\$349,600.00
150052	351	HP PRODUCTS CORP.	4/11/2005	Bobrick Restroom Waste Containers & Liners-4 (Wh. Bldg. Proj)	\$307.93
150053	352	MARGARET MILBOURN	4/11/2005	Reupholstering-Love seat, sofa, 2-chairs	\$720.00
150054	353	TROYER GROUP, INC.	4/11/2005	Furnishings Contract (12/1/04-2/28/05), Architectural Services-Feb 2005	\$4,856.00
150055	354	NORTHWEST COMMUNICATI	4/11/2005	Work completed on Voice, Data, Video Cabling at 350 S. Bierma, Wh. Library	\$9,224.50
23951	355	KONE, INC.	4/11/2005	Qtly Elevator Mtnc- 1/1/05-3/31/05	\$393.39
0	356	PAYROLL	4/8/2005	PAYROLL	\$39,303.71
23952	357	ANTHEM BLUE CROSS AND B	4/8/2005	Health Insurance Apr '05	\$8,220.30
23953	358	COMCAST	4/8/2005	Wireless Communication 2/23/05-3/31/05; Demotte	\$319.29
23954	359	GREAT-WEST RETIREMENT S	4/8/2005	Deferred Comp. Plan Withheld from 8 Apr '05 Payroll	\$2,370.55
23955	360	LA-PORTER FEDERAL CREDIT	4/8/2005	Direct Deposit Payroll 08 Apr '05-Jung, Stringfellow, Molenaar, Davis	\$1,275.54
23956	361	TOWN OF DEMOTTE	4/8/2005	Sewer Services Feb '05	\$64.60
23957	362	TOWN OF WHEATFIELD SEW	4/8/2005	Sewer Charge-Wh. Lib. Apr '05	\$41.05
23958	363	VISION SERVICE PLAN- (IN)	4/8/2005	VSP Insurance-April 2005 premium	\$127.84

760

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
Total Amount of Claims					\$467,583.78

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, April 06, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$467,583.78

Date this 11th day of April, 2005.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

MAY

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, May 9, 2005, 7:00 PM Rensselaer Library

Purpose

Executive Session: Annual director's job performance evaluation. IC 5-14-1.5-6.1

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of April meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Workshop attendance (R 17-R30)
- D. Salary Ordinance (R 7)
- E. LSTA Digitization Grant (R 15)

General Business

- A. Wheatfield Building Project (R 16)
Don Gear
- B. DeMotte Youth Services Annual Report
- C. DeMotte GED classes (R 17-R 18)
- D. Capital Projects Fund (R 16)
- E. Director search

Discussion
Information
Action
Action

Director's Report (R 15 – R 20)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes

Jasper County Public Library Board of Trustees
7:00 PM

April 11, 2005
DeMotte Library

Present: Joan Floyd, Mark Heinig III, Tim Schultz Jr., Anne-Marie Egan, Mike Crawford, Sue Deardorff, Mari Anne Sayler, Lynn Daugherty, Patty Stringfellow, Rebecca Gibson, Diana Kooy.

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items, namely, Minutes of the March 14th Board Meeting, March bills and financial reports, Salary Ordinance update, and the Policy Committee's recommendation for changes in the Personnel Policy were unanimously approved on a motion by A-M Egan, seconded by S. Deardorff. Motion passed.

DeMotte Annual Report: Rebecca gave highlights of the year at DeMotte. The new carpet was a time-consuming, stressful task, but the result made it worthwhile. The library has received many compliments. At the request of a patron, a jigsaw puzzle has been spread on a table and patrons are encouraged to take a few moments to work on it as a group project. This is an experiment. The READ posters featuring local citizens continue to receive favorable comment. The Large Print shelving was recently expanded and more books will be purchased. Outreach to Oak Grove Retirement Village has been successful. Popular library programs included a jazz concert, a program on the Underground Railroad and the book discussions. One role of library is marketing. To this end staff has found creative ways to market DVDs and videos. This year, the Friends will sponsor an author visit from James Alexander Thom, popular writer of historical fiction concerning the Indians of this area.

Capital Projects Fund: The Capital Projects Fund was approved for advertising as presented, on a motion by M. Heinig, seconded by J. Floyd.

Wh. Building Project: Wally Bucher and Steve Whited will appraise the old Wheatfield Library. A discussion ensued concerning the disposal of those items in the old building which will not be reused in the new building. On a motion by M-A Sayler, seconded by M

Heinig, the board agreed that items are not purchased along with the sale of the building will be sold at auction after the building is sold.

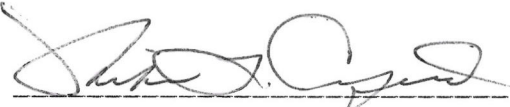
The Director explained that the Construction Budget includes an allowance for artwork to be purchased for display in the new library, with special emphasis on something to decorate the wall above the circulation desk. She presented a proposal for a juried selection process for this artwork. On a motion by S. Deardorff, seconded by J. Floyd, the board gave the director approval to proceed with this method of selecting the artwork to be used in the library. She will confer with others in the local art community in working out the details of the process. The Board further recommended that artists who are current or former Jasper County residents should be eligible to submit original work for consideration.

The Wheatfield Library will close around May 18 to begin the move. The Board approved the staff's plan to hold a "grand opening" celebration on the afternoon of Saturday, June 25, with a variety of entertainment, refreshments, brief introduction of architects, contractors, staff and board and a brief speech. This would be followed by informal tours of the library, aided by Friends of the Library stationed at various spots in the building to give background information.

Building Insurance: The Board approved the proposal of Consolidated, Inc. for building insurance from Ohio Casualty Group, on a motion by S. Deardorff, seconded by M-A Saylor. On a motion from T. Schultz, seconded by J. Floyd, they approved accepting a \$1000 deductible alternate. M. Heinig dissented. On a motion by T. Schultz, seconded by M. Heinig, the board approved an umbrella limit of \$1,000,000.

Adjournment: With no further matters for discussion, the meeting was adjourned at 8:20PM on a motion by S. Deardorff, seconded by A-M Egan.


Mark Heinig III, Secretary


Attest: Mike Crawford, President

April 2005

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	58,807	65,549	33,280
Circulation Increase/Decrease	-5.8%	7.0%	13.9%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2004	2005	% change
Current month's Circulation	23,232	23,877	2.8%
Jan. to date circulation	104,776	101,955	-2.7%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
14,720	14,862	12,673	12,699	9,092	9,106
15,981	15,977	22,330	22,391	8,189	8,191
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
11,986	12,002	13,092	13,112	6,884	6,901
8,958	8,967	7,576	7,477	3,952	3,965
					Fiction
					Nonfiction
					YA BOOKS
1,754	1,754	2,419	2,439	1,411	1,415
598	601	394	395	85	86
					Fiction
					Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	140	140	0	0 Games, Toys
1,771	1,794	2,661	2,697	1,744	1,766
432	436	456	459	301	301
25	25	16	16	1	1 Online Databases
287	291	382	375	216	216 Software
0	0				Vertical Files
1,972	1,979	3,164	3,207	1,268	1,275
119	119	142	142	57	57 VHS/DVD
58,603	58,807	65,445	65,549	33,200	33,280
					Equipment
					TOTAL
XX					

CIRCULATION BY HOLDINGS CODE
April 2005

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)				0
Award Winner JE (DAJE)	2			2
Award Winner JFIC (DAJFIC)	8			8
Award Winner JNF (DAJNF)				0
Award Winner JPFIC (DAJBPF)	2			2
Award Winner YAFIC (DAYAF)	5			5
Award Winner YAPFIC (DAYPBF)	1			1
Biography (DBIO)	65	2	2	69
Books on CD (DBKCD)	64	6		70
Books on Tape (DBKT)	88	2		90
Compact Disc (DCD)	446	13	6	465
DVD	754	8		762
Equipment (DEQP)	2			2
See librarian (DERR)				0
Express Book (DEXP)	49			49
Fiction (DFIC)	1344	54	52	1450
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	368			368
Juv. Biography (DJBIO)	53			53
Juv. Book on CD (DJBKCD)	2			2
Juv. Book on Tape (DJBKT)	67	3		70
Juv. Compact Disc (DJCD)	28			28
Juvenile Easy (DJE)	932	15	1	948
Juv. Easy Reader (DJER)	341			341
Juv. Fiction (DJFIC)	154	10		164
Juv. Holiday books (DJHOL)	12			12
Juv. Magazine (DJMAG)	66	1		67
Juv. Music Cassette (DJMC)	4			4
Juv. Nonfiction (DJNF)	626	25	1	652
Juv. Nonfic Text Bk (DJNFTB)	5			5
Juv. Paperback fic (DJPBF)	221	5	1	227
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	137	1	1	139
Large Print Nonfic (DLPNF)	11			11
Magazine (DMAG)	817	3	1	821
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1029	58		1087
Nonfiction VHS (DNFVHS)	85		29	114
Professional Coll. (DPROF)	1			1
Parent Shelf Juv. Fic (DPSJFic)				0
Parent Shelf Juv. NF (DPSJNF)	6	1		7
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)				0

Reference Software (DRSW)				0
Spanish Collection (DSPA)	32	8		40
Software (DSWAR)	128			128
Vertical File (DVF)	12			12
VHS	634	10	1	645
YA Biography (DYAB)	4			4
YA Books on CD (DYABKCD)	1	1		2
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	55	4	1	60
YA Nonfiction (DYANF)	78	2	2	82
YA Paperback Fic (DYAPBF)	93		1	94
Award Winner JBIO (RAJBIO)		1		1
Award Winner JE (RAJE)		5		5
Award Winner JFIC (RAJFIC)		6		6
Award Winner JNF (RAJNF)		1		1
Award Winner JPFIC (RAJPBF)		3		3
Award Winner YAFIC (RAYAF)		4		4
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	3	66	3	72
Books on CD (RBKCD)	3	110	1	114
Books on Tape (RBKT)	2	124		126
Compact Disc (RCD)	7	328	6	341
DVD	5	1479	1	1485
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		83		83
Fiction (RFIC)	44	1100	41	1185
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		1		1
Internet (RINTER)		755		755
Juv. Biography (RJBIO)		26		26
Juv. Book on CD (RJBKCD)		15	1	16
Juv. Book on Tape (RJBKT)	8	84	3	95
Juv. Compact Disc (RJCD)	1	33		34
Juvenile Easy (RJE)	7	1007	1	1015
Juv. Easy Reader (RJER)		249		249
Juv. Fiction (RJFIC)	6	303	2	311
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		21		21
Juv. Music Cassette (RJMC)		1		1
Juv. Nonfiction (RJNF)	10	926	1	937
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	3	177		180
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	4	79		83
Large Print Nonfic (RLPNF)		7		7
Magazine (RMAG)		364	9	373
Music Cassette (RMCAS)		1		1
Nonfiction (RNFC)	31	1105	26	1162

Nonfiction VHS (RNFVHS)	7	97		104
Professional Coll. (RPRO)				0
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)				0
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	11	88		99
Software (RSWAR)	3	95	1	99
Vertical File (RVF)		6		6
VHS	3	782		785
YA Biography (RYAB)		14		14
YA Books on CD (RYABKCD)		1		1
YA Books on Tape (RYABKT)		18		18
YA Fiction (RYAF)	1	141	7	149
YA Nonfiction (RYANF)	2	89	6	97
YA Paperback Fic (RYAPBF)	3	119	1	123
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)			1	1
Award Winner JFIC (WAJFIC)			2	2
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)	1			1
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	5	5	27	37
Books on CD (WBKCD)	2	2	75	79
Books on Tape (WBKT)	6		34	40
Compact Disc (WCD)	16	3	229	248
DVD	10	3	505	518
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)	1		21	22
Fiction (WFIC)	46	46	496	588
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			228	228
Juv. Biography (WJBIO)	1		7	8
Juv. Book on CD (WJBKCD)			2	2
Juv. Book on Tape (WJBKT)	4		43	47
Juv. Compact Disc (WJCD)			7	7
Juvenile Easy (WJE)	3	18	460	481
Juv. Easy Reader (WJER)	2	4	125	131
Juv. Fiction (WJFIC)	7	6	95	108
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			31	31
Juv. Music Cassette (WJMC)			1	1
Juv. Nonfiction (WJNF)	5	10	318	333
Juv. Nonfic Text Bk (WJNFTB)				0

Juv. Paperback fic (WJPBF)	1	2	97	100
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	5		22	27
Large Print Nonfic (WLPNF)			1	1
Magazine (WMAG)	1		181	182
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	33	28	384	445
Nonfiction VHS (WNFVHS)		2	25	27
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)	2	2	5	9
Software (WSWAR)	4		86	90
Vertical File (WVF)			3	3
VHS	1	4	362	367
YA Biography (WYAB)			2	2
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)				0
YA Fiction (WYAF)	1	1	31	33
YA Nonfiction (WYANF)	1	2	23	26
YA Paperback Fic (WYAPBF)	9	2	20	31
TOTAL	9163	10286	4158	23607

CIRCULATION BY HOLDINGS CODE
April 2005

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	1	0	1
Award Winner JE (AJE)	2	5	1	8
Award Winner JFIC (AJF)	8	6	2	16
Award Winner JNF (AJNF)	0	1	0	1
Award Winner JPFIC (AJPF)	2	3	0	5
Award Winner YAFIC (AYAF)	6	4	0	10
Award Winner YAPFIC (YAYPBF)	1	0	0	1
Biography (BIO)	73	73	32	178
Books on CD (BKCD)	69	118	76	263
Books on Tape (BKT)	96	144	34	274
Compact Disc (CD)	469	344	241	1054
DVD	769	1490	506	2765
Equipment (EQP)	2	0	0	2
See librarian (ERR)	0	0	0	0
Express Book (EXP)	50	83	21	154
Fiction (FIC)	1434	1200	589	3223
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	1	0	1

Internet (INTR)	368	755	228	1351
Juv. Biography (JBIO)	54	26	7	87
Juv. Book on CD (JBCD)	2	15	3	20
Juv. Book on Tape (JBKT)	79	87	46	212
Juv. Compact Disc (JCD)	29	33	7	69
Juvenile Easy (JE)	942	1040	462	2444
Juv. Easy Reader (JER)	343	253	125	721
Juv. Fiction (JFIC)	167	319	97	583
Juv. Holiday (JHOL)	12	0	0	12
Juv. Magazine (JMAG)	66	22	31	119
Juv. Music Cassette (JMC)	4	1	1	6
Juv. Nonfiction (JNF)	641	961	320	1922
Juv. Nonfic Text Bk (JNFT)	5	0	0	5
Juv. Paperback fic (JPBF)	225	184	98	507
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	146	80	23	249
Large Print Nonfic (LPNF)	11	7	1	19
Magazine (MAG)	818	367	191	1376
Music Cassette (MCAS)	0	1	0	1
Nonfiction (NFIC)	1093	1191	410	2694
Nonfiction VHS (NFVH)	92	99	54	245
Professional Coll. (PROF)	1	0	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	6	1	0	7
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	40	73	17	130
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	45	98	5	148
Software (SWAR)	135	95	87	317
Vertical File (VF)	12	6	8	26
VHS	638	796	363	1797
YA Biography (YAB)	4	14	2	20
YA Books on CD (YABKCD)	1	2	0	3
YA Books on Tape (YABKT)	0	18	0	18
YA Fiction (YAF)	57	146	39	242
YA Nonfiction (YANF)	81	93	31	205
YA Paperback Fic (YAPBF)	105	121	22	248
				0
Free reads	212	1145	96	1453
Games/Puzzles		2		2
Talking books		13		13
Assignment Shelf Books				0
TOTAL	9415	11537	4276	25228

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1842	2508	729	5079
Nonfiction	1263	1442	465	3170

CHILDREN'S BOOKS

Fiction	1689	1810	785	4284
Nonfiction	718	990	327	2035
YA BOOKS				
Fiction	169	271	61	501
Nonfiction	85	107	33	225
Magazines, Adult	818	367	191	1376
Magazines, Children	66	22	31	119
Games, Toys	0	3	0	3
Sound Recordings, adult	635	640	351	1626
Sound Recordings, ch	114	136	57	307
Online databases	0	0	0	0
Software	135	95	87	317
Vertical file	12	6	8	26
VHS/DVD	1499	2385	923	4807
Equipment	2	0	0	2
Total	9047	10782	4048	23877
A-V Circulation	2383	3256	1418	7057
A-V Circulation as % of total	26.3%	30.2%	35.0%	29.6%

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

April 2005

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	151	33	164	36	153	33	468	101
LOCAL HISTORY								
In person	2	1	11	3		0	13	4
Letters written	1	1	7	7		0	8	8
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	368	15	755	31	228	10	1351	56
Computer software used	72	6	66	6	8	1	146	12
VCR Use		0	2	0		0	2	0
Microforms		0	66	9		0	66	9
CD ROM/Online databases	63	5	318	27	65	5	446	37
Typewriter use	2	0	1	0	1	0	4	0
Other equipment used		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Outreach activities	3	3	103	69		0	106	71
Notarized documents	2	1	5	1	1	0	8	2
Meeting Room Use (no. of groups)	58	19	27	9	39	13	124	41
Study room use	19	2	18	2	4	0	41	3
Proctoring		0		0		0		0
Tax Forms distributed		0	27	0		0	27	0
Pull Requests	22	22	11	11		0	33	84
INTERLIBRARY LOANS								
Requests made for:	46	12	105	26	6	2	157	39
Items rec'd for:	40	20	73	37	17	9	130	65
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7650	7862	3239	18751
Non-resident, paying	3	9	1	13
PLAC card users	0	2	0	2
Reciprocal borrowers	389	348	35	772
(Hispanic cards issued)		4		4

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
Programs for all ages		0	11	66	3	18	14	84
Children's Programs (0-13)	11	66	12	72	7	42	30	180
Number attending	497		244		99		840	
YA Programs (14-17)	0	0	1	6	0	0	1	6
Number attending	20		28		0		48	
Adult Programs	1	6	1	6	1	6	3	18
Number attending	29		107		102		238	
Senior Citizen Programs	1	6	8	48	1	6	10	60
Number attending	8		132		23		163	
Total Number of Programs	13	78	33	198	12	72	58	348
Total Persons Attending	554		511		224		1289	
Total Attending Same Month Last Yr.	465		741		112		1318	
Total Staff Hours Spent		217		471		144		882
		320		392		138		
Total Number of In-House Programs	9		27		11		47	
Total Attendance	201		399		74		674	
Total Number of Outreach Programs	4		6		1		11	
Total Attendance	353		201		150		704	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items	% of	Items	% of	Items	% of	Items	% of
	Loaned	Total	Loaned	Total	Loaned	Total	Loaned	Total
Adult	6884	73.4%	7945	69.4%	3118	73.2%	17947	71.6%
Corporate	121	1.3%	70	0.6%		0.0%	191	0.8%
Juvenile 0-11	801	8.5%	1290	11.3%	500	11.7%	2591	10.3%
Nonresident No Fee	37	0.4%	327	2.9%	188	4.4%	552	2.2%
Nonresident Fee		0.0%	24	0.2%		0.0%	24	0.1%
Reciprocal	367	3.9%	429	3.7%	17	0.4%	813	3.2%
School		0.0%	2	0.0%		0.0%	2	0.0%
St. Joseph College		0.0%	225	2.0%		0.0%	225	0.9%
State Library Card		0.0%		0.0%		0.0%	0	0.0%
Staff	629	6.7%	701	6.1%	296	6.9%	1626	6.5%
Walking books	136		29	0.3%			165	0.7%
YA 12-17	158	1.7%	235	2.1%	47	1.1%	440	2.0%
YA-AV	242	2.6%	169	1.5%	93	2.2%	504	2.0%
Total	9375		11446		4259		25080	
All items borrowed by nonresidents	404	4.3%	1007	8.8%	205	4.8%	1616	6.4%

**Salary
Ordinance 2005**

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date
Boise, Courtney	Page	5.75,5.85,5.95	10	R	5/3/2005

Elizabeth Scholl is graduating from St. Joseph's College and has left our employ.
Courtney Boise will be taking her position.

We have examined and approved the changes to the 2005 Jasper County Public
Library Salary Ordinance. Dated May 9, 2005.

<u>Timothy J. Schulte</u>	<u>Gene Marie Egan</u>
<u>Susan Deardoff</u>	<u>Mark Hering</u>
<u>Mari Anne Sayler</u>	<u>Jan C. Floyd</u>
<u>Shirley J. Gaud</u>	

JASPER COUNTY PUBLIC LIBRARY REFERENCE ACTIVITY REPORT

DEMOTTE RENSSELAER WHEATFIELD TOTAL

January 17-18, February 15-16, March 18-19, 2005

REFERENCE QUESTIONS

Telephone: Directional	124	101	83	308
Telephone: Reference	73	75	18	166
In-person: Directional	108	289	118	515
In-person: Reference	135	101	53	289
Total	440	566	272	1278

COPIES MADE FOR PATRONS	19	11	156	186
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Monthly Equivalent for January through March 2005

REFERENCE QUESTIONS

Telephone: Directional	517	421	346	1283
Telephone: Reference	304	313	75	692
In-person: Directional	450	1204	492	2146
In-person: Reference	563	421	221	1204
Total	1833	2358	1133	5325

COPIES MADE FOR PATRONS	79	46	650	775
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Monthly Equivalent for January through March 2004

REFERENCE QUESTIONS

Telephone: Directional	413	600	188	1200
Telephone: Reference	171	258	25	454
In-person: Directional	296	1079	588	1963
In-person: Reference	292	617	363	1271
Total	1172	2554	1164	4890

COPIES MADE FOR PATRONS	88	4	158	250
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MEMORANDUM

Universal Service Computer Workstations at the Wheatfield Library

Summary: We want to provide patrons with workstations where they can use the OPAC, surf the Internet, search our databases, and use Microsoft Word to write a resume—all on the same workstation. We would like permission to suspend some policies in order to try this for 6 months at the Wheatfield Library.

Discussion: Wheatfield will have two workstations offering only the OPAC (online catalog) and our online databases. They will have the Gates computer which is configured by the Gates Foundation and works a little differently from others. The other 5 workstations would all offer OPAC, Internet, online databases, Microsoft Office. Patrons would not have to check in at the desk to use these any more than they check in to use the OPACs.

The big stumbling blocks are:

Patrons presently may not use the computers if they have fines of more than \$5.00. We would have no way of knowing which of those using the workstations might be blocked for overdue fines.

If we find patrons using the computers inappropriately, we have the right to ban them from using the computers for 1 month or 3 months or however long seems appropriate. We might not recognize one of these patrons and s/he at the computer.

What about children without parental permission for the Internet. They need to use the online databases. They need to use the OPACs. If they use these machines, they can also access the Internet. If they are not allowed to use these machines, the Gates machine is the only one in the children's area that they are able to use.

This is what we propose:

- We won't worry about patrons blocked for fines. They cannot check books out. That's enough of a restriction to encourage them to return materials or pay fines.

- At present there are no patrons blocked from Internet use because of inappropriate behavior on the computers. It happens so seldom that we feel staff would recognize a person using the computer after being banned from computer use.
- We will let all children have access to the workstations, including Internet access

Our thinking on this is that our computers are filtered. We were against filters because we said they don't work. However, we have used WebBalanced for a year and we have not had problems. It seems to be working better than we thought, except for the times it blocks harmless sites.

It is filtered to restrict patrons from sites with

- | | |
|--------------------------------|------------------------------|
| • Adult content | • Pornography |
| • Computer hacking information | • Profanity |
| • Hate speech | • Violence |
| • Illegal activities | • Body Art-Tattoos-Piercings |
| • Mature sexual language | • Web-based Chat |
| • Partial nudity and lingerie | • Pay to surf |

We think it provides good protection for children. Our selection policy emphasizes that parents can reject certain items for himself or his family, but not for everyone. That policy holds true here. If a parent is worried that a child might go to sites that he considers inappropriate, he can make that decision for his child.

Vote: To allow the staff to provide universal computer workstations at Wheatfield for 6 months, with a board review of the experience in January unless serious problems arise earlier.

JCPL

Staff Development Workshop

Evaluation
April 22, 2005

30 attended; 23 responses

What did you find most valuable from the information provided today?

- Hispanic panel –(10)
- Hispanic panel really helped us understand the needs & characteristics of the Hispanic community and gave us great ideas for serving them better
- Learning how to deal w/Hispanic community. I think we should purchase the translation program. I also think we should offer the Spanish classes-not just for us but patrons have occasionally shown interest
- Everything was useful and can be used to our benefit. I think the most useful to our job will be what we learned about interacting with the Spanish-speaking community.
- Displays
- I liked the ergonomics & the panel. The display part was good but just didn't have much to do with my job
- All were very good (4)
- The opportunities suggested by the Spanish group pose a challenge – exciting!
- This was the best workshop yet
- The entire development day was very informative

What information was least valuable to you personally?

- Creating displays (8)
- Didn't really learn anything new on displays. He did a good job though!
- This is a tough one – all topics were valuable. I gained knowledge from every presentation. I may not use all info given but it was interesting anyway.
- Ergonomics (3)
- All 3 sessions were very informative

How do you feel about the quantity of information presented?

3 More time was needed for discussion

One said more time for other presentations

19 Amount of information presented was correct for available time

More relaxed – nice to have visiting/refreshment time

How could we have made this workshop more valuable for you?

- I think that you may have gotten things just right. The time allowed for each topic was appropriate.
- I can't think of a way it could be improved upon.(2)
- All were good & at the end it seemed like it was hard to remember earlier portions – good thing I took notes

- After attending at least 5 years of these Staff Development Days, I think today was the best! All topics very relevant and beneficial – presented well!
- Was fine for the time we had – very good selection of topics
- Last fall we did 2 sessions where we interacted with each other. This time presented good info but I didn't feel like it was our best day. I missed the interaction with my coworkers.
- Keep us working on our language problems, especially with the Spanish-speaking people

What other topics would you like addressed in in-house workshops?

- Learning phrases in Spanish that we would need to frequently use – i.e. due date, fines, need identification, etc.
- Not sure right now
- Newer procedures etc....from procedure manual. Elaborate on the “no” responses from the previous workshop in 2004
- Michael Stevens – What's Happening in Libraries Today? Or Library Technology

JCPL FINANCIAL STATEMENT

April 30, 2005

	<u>Beginning 2005 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$580,559.27	\$140,768.39	\$573,927.87	\$4,137.06	\$72,325.27	\$78,956.67
Includes Investments of:						
Public Library Access Card Fund	\$26.00	\$28.00	\$54.00	\$0.00	\$28.00	\$0.00
Gift Fund	\$4,067.95	\$995.97	\$2,725.48	\$3,213.92	\$5,652.85	\$6,995.32
DeMotte	\$495.86	\$93.92	\$1,095.96	\$93.92	\$1,458.27	\$858.17
Rensselaer	\$2,665.70	\$902.05	\$1,557.52	\$2,970.00	\$4,034.58	\$5,142.76
Wheatfield	\$906.39	\$0.00	\$72.00	\$150.00	\$160.00	\$994.39
Library Improvement Reserve Fund	\$200,712.12	\$0.00	\$49,535.00	\$253.97	\$1,749.89	\$152,927.01
Includes Investments of:						
Bond & Interest Redemption Fund	\$24,412.51	\$0.00	\$0.00	\$0.00	\$0.00	\$24,412.51
Includes Investments of:						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,763.00
Transfer from OPER Fund						
Capital Projects Fund	\$2,716.20	\$250.00	\$1,419.00	\$3.73	\$37.77	\$1,334.97
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$25.74	\$142.88	\$363.14	\$412.88	\$270.00
Levy Excess Fund	\$18,864.54	\$0.00	\$0.00	\$0.00	\$0.00	\$18,864.54
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$2,040,731.23	\$364,708.43	\$1,246,013.04	\$13,308.69	\$44,311.55	\$839,029.74
Includes Investments of \$1,000,000						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$6,462.77	\$23,434.62	\$6,462.77	\$23,434.62	\$0.00
FICA Tax Collected	\$0.00	\$5,791.91	\$21,746.23	\$5,791.91	\$21,746.23	\$0.00
State Tax Collected	\$2,281.19	\$2,343.79	\$9,409.45	\$2,582.82	\$9,711.08	\$2,582.82
County Tax Collected	\$599.16	\$613.41	\$2,470.22	\$683.16	\$2,554.22	\$683.16
Deferred Comp.	\$0.00	\$4,788.97	\$19,012.27	\$4,788.97	\$19,012.27	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,365.67	\$13,474.44	\$3,365.67	\$13,474.44	\$0.00
Employee Life Insur.	\$0.00	\$30.81	\$124.72	\$30.80	\$124.72	\$0.00
Employee P.E.R.F.	\$7,678.26	\$8,050.13	\$15,728.39	\$2,848.09	\$10,898.22	\$2,848.09
Credit Union	\$0.00	\$2,494.70	\$7,897.67	\$2,494.70	\$7,897.67	\$0.00
TOTAL ALL FUNDS.....	\$2,913,621.43	\$540,718.69	\$1,987,115.28	\$50,329.40	\$233,371.68	\$1,159,877.83

Bank Balances

Jasper County Public Library

Report as of: 4/30/2005

<i>Bank</i>		
1	Peoples State Bank	\$156,527.38
2	Demotte State Bank	\$11,183.70
3	Peoples State Bank-LIRF Acct	\$152,927.01
4	PSB-LIRF CD#3004376	\$0.00
5	Cash On Hand	\$210.00
6	Peoples State Bank-Construction Ckg.	\$697,081.26
7	PSB-Lee Co. (Escrow)#0326100	\$350.00
8		\$0.00
9	PSB Const.- (6mon) CD#3004279	\$0.00
10	PSB Const.- (6mon) CD#3004260	\$0.00
11	PSB Const.- (6mon) CD#3004252	\$0.00
12	PSB Const.- (6mon) CD#3004244	\$0.00
13	PSB Const.- (6mon) CD#3004236	\$0.00
14	PSB Const.- (9mon) CD#3004228	\$0.00
15	Peoples State Bank-ESCROW Acct	\$141,598.48
<i>Total all banks =</i>		<i>\$1,159,877.83</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

INVESTMENTS - 2005

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
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CLOSED INVESTMENTS:

1/20/2005	3004279	Peoples St Bk	183 days	\$150,000.00	1.96	CONST.	7/20/2004	\$ 1,482.08	
1/20/2005	3004260	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$ 2,964.16	
1/20/2005	3004252	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$ 2,964.16	
1/20/2005	3004236	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$ 2,964.16	
1/20/2005	3004244	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$ 2,964.16	
2/10/2005	3004376	Peoples St Bk	181 days	\$113,232.48	1.97	LIRF	8/10/2004	\$ 1,121.57	
4/20/2005	3004228	Peoples St Bk	274 days	\$300,000.00	2.16	CONST.	7/20/2004	\$ 4,864.44	
								\$ 19,324.73	

Appropriation Report for

100 OPERATING FUND

*Jasper County Public Library**Report Date: From 4/1/2005 To 4/30/2005*

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,454.00	\$0.00	\$54,454.00	\$4,537.86	\$18,063.91	\$36,390.09	33.2
1.12 SALARY OF ASSISTANTS	\$787,808.00	\$0.00	\$787,808.00	\$67,447.26	\$253,974.12	\$533,833.88	32.2
1.13 WAGES OF JANITORS	\$51,967.00	\$0.00	\$51,967.00	\$3,771.88	\$14,021.65	\$37,945.35	27.0
1.21 EMPLOYER'S SHARE-FICA	\$64,481.00	\$0.00	\$64,481.00	\$5,791.91	\$21,746.23	\$42,734.77	33.7
1.22 UNEMPLOYMENT COMPENSATION	\$4,553.00	\$0.00	\$4,553.00	\$3,607.28	\$3,607.28	\$945.72	79.2
1.23 EMPLOYER'S CONTRIB.- PERF	\$43,525.00	\$0.00	\$43,525.00	\$10,866.59	\$22,250.88	\$21,274.12	51.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$66,666.00	\$1,193.58	\$67,859.58	\$5,263.39	\$21,033.83	\$46,825.75	31.0
1.31 OTHER PERSONAL SERVICES	\$100.00	\$0.00	\$100.00	\$3,320.00	\$11,680.00	(\$11,580.00)	11680.0
Subtotal	\$1,073,554.00	\$1,193.58	\$1,074,747.58	\$104,606.17	\$366,377.90	\$708,369.68	34.1
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$0.00	\$900.00	\$0.00	\$7.47	\$892.53	0.8
2.12 STATIONERY AND PRINTING	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$9,200.00	\$0.00	\$9,200.00	\$640.29	\$2,523.52	\$6,676.48	27.4
2.21 CLEANING & SANITATION SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$293.68	\$875.05	\$3,624.95	19.4
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$181.27	\$983.88	\$3,016.12	24.6
2.31 BUILDING MATERIALS & SUPPLIES	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$69.48	\$98.31	\$301.69	24.6
2.41 LIBRARY SUPPLIES	\$11,700.00	\$40.74	\$11,740.74	\$1,985.22	\$4,757.98	\$6,982.76	40.5
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$29.12	\$29.12	\$170.88	14.6
Subtotal	\$33,550.00	\$40.74	\$33,590.74	\$3,199.06	\$9,275.33	\$24,315.41	27.6
<i>3. Other Services and Charge</i>							
3.13 LEGAL SERVICES	\$2,507.00	\$0.00	\$2,507.00	\$0.00	\$0.00	\$2,507.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,500.00	\$6,970.00	\$12,470.00	\$380.00	\$8,284.97	\$4,185.03	66.4
3.21 TELEPHONE	\$5,800.00	\$0.00	\$5,800.00	\$776.25	\$2,395.58	\$3,404.42	41.3
3.22 POSTAGE	\$5,500.00	\$0.00	\$5,500.00	\$825.20	\$1,693.58	\$3,806.42	30.8
3.23 MILEAGE	\$7,500.00	\$125.96	\$7,625.96	\$1,232.17	\$2,856.82	\$4,769.14	37.5
3.24 PROFESSIONAL MEETINGS	\$7,500.00	\$0.00	\$7,500.00	\$1,124.51	\$3,415.85	\$4,084.15	45.5
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$121.36	\$505.91	\$1,294.09	28.1
3.26 NETWORKING	\$15,000.00	\$0.00	\$15,000.00	\$1,425.29	\$3,284.12	\$11,715.88	21.9
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.32 OTHER PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.0
3.4 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$1,875.00	\$38,125.00	4.7
3.51 GAS	\$42,000.00	\$0.00	\$42,000.00	\$3,147.00	\$17,251.88	\$24,748.12	41.1
3.52 ELECTRICITY	\$49,000.00	\$0.00	\$49,000.00	\$3,482.27	\$13,403.46	\$35,596.54	27.4
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$109.40	\$336.60	\$663.40	33.7
3.54 WASTE DISPOSAL SERVICES	\$3,200.00	\$0.00	\$3,200.00	\$193.30	\$901.13	\$2,298.87	28.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.61 BUILDING & STRUCTURES	\$48,000.00	\$42,735.00	\$90,735.00	\$4,688.51	\$59,129.82	\$31,605.18	65.2
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$9.95	\$107.80	\$192.20	35.9
3.91 DUES	\$1,800.00	\$0.00	\$1,800.00	\$100.00	\$1,730.40	\$69.60	96.1
3.93 TAXES & ASSESSMENTS	\$260.00	\$0.00	\$260.00	\$0.00	\$0.00	\$260.00	0.0
3.94 TRANSFER TO LIRF	\$20,524.00	\$0.00	\$20,524.00	\$0.00	\$0.00	\$20,524.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$58,594.00	\$0.00	\$58,594.00	\$3,276.76	\$14,868.07	\$43,725.93	25.4
Subtotal	\$319,555.00	\$49,830.96	\$369,385.96	\$20,891.97	\$132,240.99	\$237,144.97	35.8
<i>4. Capital Outlays</i>							
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0
4.4 FURNITURE & EQUIPMENT	\$5,940.00	\$3,415.85	\$9,355.85	\$557.32	\$3,606.51	\$5,749.34	38.5
4.51 BOOKS	\$139,000.00	\$334.80	\$139,334.80	\$8,202.24	\$36,986.03	\$102,348.77	26.5
4.52 PERIODICALS & NEWSPAPERS	\$22,600.00	\$0.00	\$22,600.00	\$554.00	\$1,994.95	\$20,605.05	8.8
4.53 NONPRINTED MATERIALS	\$68,104.00	\$2,929.37	\$71,033.37	\$2,757.63	\$23,446.16	\$47,587.21	33.0
Subtotal	\$236,344.00	\$6,680.02	\$243,024.02	\$12,071.19	\$66,033.65	\$176,990.37	27.2
Grand Total	\$1,663,003.00	\$57,745.30	\$1,720,748.30	\$140,768.39	\$573,927.87	\$1,146,820.43	33.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
3/18/2005	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.- INS.	\$1,193.58	COBRA Reimbursement-K.Woods (Jan-Feb-Mar'05)
1/3/2005	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	\$40.74	Encumbered from 2004 per Bd. Approval 12/27/04
2/25/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$170.00	Spanish Grant Reimbursement A/P #159 Veronica Rodriguez
3/14/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$6,800.00	LIRF Reimbursement-Prof.Lib.Lift Movers, A/P #242
2/25/2005	100 OPERATING FUND	3.23 MILEAGE	\$125.96	Spanish Grant Reimbursement A/P #146 Sandra Gersbach
3/10/2005	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$7,770.00	LIRF Reimbursement-C.P. Quality Floors, A/P #187
3/10/2005	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$34,965.00	LIRF Reimbursement- C.P. Quality Floors, A/P #187
1/3/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$3,365.85	Encumbered from 2004 per Bd. Approval 12/27/04
4/1/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$50.00	Rebate of EPSON Printer, Amazon.com A/P #2
2/25/2005	100 OPERATING FUND	4.51 BOOKS	\$334.80	Spanish Grant Reimbursement A/P #133 OCLC
1/3/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$2,881.45	Encumbered from 2004 per Bd. Approval 12/27/04
2/25/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$47.92	Spanish Grant Reimbursement A/P #133 OCLC
1/3/2005	130 LIRF FUND	3.14 OTHER PROFESSIONAL SERVICES	\$6,800.00	Encumbered from 2004 per Bd. Approval 12/27/04
1/3/2005	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$42,735.00	Encumbered from 2004 per Bd. Approval 12/27/04
1/11/2005	160 CAPITAL PROJECTS FUND	4.2 BUILDINGS	(\$26,487.00)	Per DLGF 2005 Budget Order
4/13/2005	180 CONSTRUCTION FUND	3.51 GAS	\$6,352.40	Gough reimbursement NIPSCO A/P #282
2/16/2005	180 CONSTRUCTION FUND	3.52 ELECTRICITY	\$14,524.00	Refundable Deposit Ret'd, NIPSCO, A/P #1
4/13/2005	180 CONSTRUCTION FUND	3.52 ELECTRICITY	\$425.45	Gough reimbursement NIPSCO A/P #282

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$58,775.21
130	\$49,535.00
160	(\$26,487.00)
180	\$21,301.85

Voucher List**Jasper County Public Library****Report Date: From 4/1/2005 To 4/30/2005**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
23885	283	ACE HARDWARE	4/11/2005	Toilet Repair parts, hardware	\$69.48
23886	284	ALCO DISCOUNT STORE #290	4/11/2005	Marketing Prizes, Ch. & Adult Prog. Supplies,	\$90.10
23887	285	ANDREE BUILDERS, INC	4/11/2005	Roof Leak repairs @ DeM.	\$388.00
23888	286	ASI SIGN SYSTEMS	4/11/2005	Spanish Sign, Modulex Letters, Business Mgr sign	\$292.05
23889	287	BAKER & TAYLOR	4/11/2005	Books, Continuations, AV, Spanish Grant Bks, Gift Bks	\$8,454.40
23890	288	BAKER & TAYLOR ENTERTAIN	4/11/2005	Videos, CD, Audio CD	\$196.07
23891	289	BRODART CO.	4/11/2005	Foam Letters - R E A D	\$137.60
23892	290	CAPITAL ONE, F.S.B.	4/11/2005	Airport Parking, Contact Paper, CIL Hotel Accommodations, Lettering (Outdoor Sign), credit	\$1,951.00
23893	291	CENTRAL STATES SALES CO	4/11/2005	LCD Projector Bulbs	\$29.16
23894	292	CHARLOTTE FAGEN	4/11/2005	Video-John Deere	\$11.99
23895	293	CIRCLE R ELECTRIC, INC.	4/11/2005	Power Relay & Light Contactor for Exterior Lights - Rens. Lib.	\$725.15
23896	294	CULLIGAN	4/11/2005	Water Cooler Rental, Water-Wh. Lib.	\$55.50
23897	295	CYNTHIA RANSFORD	4/11/2005	Mileage - Walking Bks, Interview @ Rens.	\$31.59
23898	296	DEMCO	4/11/2005	Headphones, Oak Magazine Wall Display	\$121.81
0	297	DEMOTTE STATE BANK	4/11/2005	Deposit Slips	\$14.50
23899	298	DIANA KOOY	4/11/2005	Genealogy Prog; Mileage-Bank Deposits, Counterparts Mtg, Phone presentation Mtg, Continuations Mtg.; Lt. Fixture	\$154.35
23900	299	FASE'S WATER TREATMENT	4/11/2005	Redout-12 bags	\$123.00
23901	300	GA FOODS GROUP	4/11/2005	Counterpart Mtg Supplies, Bk. Discussion Supplies	\$18.45
23902	301	GAYLORD BROS.	4/11/2005	Oak Sled Bench - Rens. Lib.	\$357.90
23903	302	HERITAGE OFFICE PRODUCT	4/11/2005	Canon BC20 Inkjet Cartridge	\$35.95
23904	303	HP PRODUCTS CORP.	4/11/2005	Stainless Steel Cleaner	\$61.77
23905	304	INDIANA DEPT. OF WORKFOR	4/11/2005	1st Qtr 2005 Unemployment Compensation (less credits)	\$3,607.28
23906	305	INDIANA STATE LIBRARY	4/11/2005	PLAC Card Sales, 1/1/05-3/31/05	\$28.00
23907	306	INCOLSA	4/11/2005	Workshops-Legal Resources on I-Net (Schulenberg, Weed); Bk Repair (Delger, Speacht, Thompson)	\$150.00
23908	307	INGRAM	4/11/2005	Paperback Books	\$172.31
23909	308	INSPIRATIONAL DISTRIBUTOR	4/11/2005	Christian Books (Series)	\$126.11
23910	309	INTEGRITY SOFTWARE, INC	4/11/2005	SofTrac License for Netware Servers	\$250.00
23911	310	JASPER COUNTY HOSPITAL	4/11/2005	Qty. Water Testing-Total Coliform-DeM. Lib.	\$15.00
23912	311	JENNIFER L. EVERS	4/11/2005	CIL Workshop Expenses, Mileage-Mgmt, ILF	\$106.58
23913	312	JILL TACHTIRIS	4/11/2005	Mileage-ILF Conference	\$98.01
23914	313	JR'S CUSTOM CABINETS, INC.	4/11/2005	CD Cabinet-DeM. Lib.	\$300.00
23915	314	KATHRYN WEED	4/11/2005	Mileage-Incolsa workshops	\$152.28
23916	315	KIM DELGER	4/11/2005	ILF Conference Expenses, Mileage, Parking	\$118.58
23917	316	KOLORTECH, INC.	4/11/2005	Circline Fl. Bulbs-Wh. Lib.	\$29.11
23918	317	LINDA THOMPSON	4/11/2005	Bk Repair Workshop Expense	\$7.41
23919	318	LISA DAVIS	4/11/2005	Staff Development Day, 100th Anniv Celebration, & ILF Conf. Expenses; Mileage-ILF & INCOLSA Wkshps	\$136.05
23920	319	MARLIS DAY, AUTHOR	4/11/2005	Author Visit/Bk Discussion @ Rens & Wh.	\$300.00
23921	320	MARLENE BEEDLE	4/11/2005	ILF Conference Expenses & Mileage	\$123.18
23922	321	MARY MOLENAAR	4/11/2005	ILF Expenses	\$14.90
23923	322	MIDWAYNET.NET	4/11/2005	Wireless Service b/w Rens-DeM. April 2005	\$420.00
23924	323	NANETTE SPEACHT	4/11/2005	Bk Repair Workshop Expense	\$7.16
23925	324	NAPPANEE PUBLIC LIBRARY	4/11/2005	NICCL Annual Dues	\$100.00
23926	325	NORTHWESTERN INDIANA TE	4/11/2005	April Local Telephone-DeM. & Elevator Phone Line Service call	\$165.00

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
23927	326	OCLC	4/11/2005	SPANISH Grant book	\$23.92
23928	327	PEGGY WOODS	4/11/2005	ILF Conf. Expenses	\$16.19
23929	328	POSTMASTER GENERAL	4/11/2005	Postage Stamps: 2000-\$.37; 40-\$.23; 60-\$.60; 40-\$1.00	\$825.20
23930	329	PRECISION CONTROL SYSTE	4/11/2005	Leaky valve, actuator repairs, roof leak investigation	\$892.39
23931	330	PUBLIC EMPLOYEES' RETIRE	4/11/2005	1st Qtr PERF Contributions	\$18,916.72
23932	331	QUILL CORPORATION	4/11/2005	Message Pads, Foam Tape, Envelopes, Index Cards, Pens, Markers, Pencils, Contact Paper, File Folders, Tape, Laser/Inkjet Cartridges, etc	\$951.33
23933	332	RACHAEL CAVINDER	4/11/2005	Mileage-Bk Salesman Visit, Distributing Posters	\$22.68
23934	333	REBECCA GIBSON	4/11/2005	Mileage-Mgmt Mtg, Continuations	\$42.12
23935	334	RECORDED BOOKS, LLC	4/11/2005	Audiobooks	\$135.60
23936	335	ROBBINS LIBRARY INTERIORS	4/11/2005	Shelving-Rens. Lib.	\$460.00
23937	336	SANDRA S. GERSBACH	4/11/2005	Mileage-Spanish Grant book deliveries	\$24.30
23938	337	SCHNAIBLE SERVICE & SUPPL	4/11/2005	Paper & M-Fold Towels, Kleenex, Stainless Steel Cleaner credit; Soap & EnMotion Dispensers-Wh. Bldg Proj.	\$187.83
23939	338	SECURITY COURIERS CORP.	4/11/2005	Courier service b/w branches, 3/4-3/25/05	\$1,197.00
23940	339	SHEILA MAXWELL	4/11/2005	CIL Mileage, taxi, parking & other related expenses, Mileage-ILF, Mgmt, Comcast setup @ DeM.	\$320.54
23941	340	STATE OF IN/DEP - PFEET	4/11/2005	1st Qtr 2005 Payment-Facility Energy Savings Agreement	\$2,402.97
23942	341	TERRY J. FERRELL	4/11/2005	Snow Removal-Wh. Lib. (January 2005)	\$280.00
23943	342	TEACHING COMPANY	4/11/2005	DVD & CDs	\$1,790.86
23944	343	THE LIBRARY CORPORATION	4/11/2005	Terminal Server Mtnce Contract, 5/05-4/06	\$600.00
23945	344	TYSEN'S COUNTRY GROCERY	4/11/2005	Cleaning Supply-Glass Clnr, Disinfectant, Paper plates, cups, napkins, Ch. Prog. Supplies	\$81.31
23946	345	U.S. TOY CO/CONSTRUCTIVE	4/11/2005	Summer Rdg (fish theme) supplies, Marketing Supply (crayolas)	\$54.15
23947	346	VERONICA RODRIGUEZ	4/11/2005	Translation Services-Spanish Grant	\$40.00
23948	347	WAL-MART COMMUNITY BRC	4/11/2005	DVDs, Videos, Craft items, Scrapbooking, Chess Prog. Supply, Summer Rdg Crafts, Air Freshners, Cleaner, etc.	\$310.82
23949	348	WALL STREET JOURNAL	4/11/2005	Annual Newspaper Subscription thru 7/07-Wh. Lib.	\$350.00
23950	349	ADVANCED IMAGING SOLUTI	4/11/2005	Annual Lanier 5622 Copier Mtnce Contract and overrun 4/21/05-06.	\$1,086.37
150051	350	GOUGH, INC.	4/11/2005	WH. Bldg. Contract-curbs/walkways, stone work, finish carpentry, cabinets, trim, countertops, ceilings, roofing, plumb & Light fixtures, etc	\$349,600.00
150052	351	HP PRODUCTS CORP.	4/11/2005	Bobrick Restroom Waste Containers & Liners-4 (Wh. Bldg. Proj)	\$307.93
150053	352	MARGARET MILBOURN	4/11/2005	Reupholstering-Love seat, sofa, 2-chairs	\$720.00
150054	353	TROYER GROUP, INC.	4/11/2005	Furnishings Contract (12/1/04-2/28/05), Architectural Services-Feb 2005	\$4,856.00
150055	354	NORTHWEST COMMUNICATI	4/11/2005	Work completed on Voice, Data, Video Cabling at 350 S. Bierma, Wh. Library	\$9,224.50
23951	355	KONE, INC.	4/11/2005	Qty Elevator Mtnce- 1/1/05-3/31/05	\$393.39
0	356	PAYROLL	4/8/2005	PAYROLL	\$39,303.71
23952	357	ANTHEM BLUE CROSS AND B	4/8/2005	Health Insurance Apr '05	\$8,220.30
23953	358	COMCAST	4/8/2005	Wireless Communication 2/23/05-3/31/05; Demotte	\$319.29
23954	359	GREAT-WEST RETIREMENT S	4/8/2005	Deferred Comp. Plan Withheld from 8 Apr '05 Payroll	\$2,370.55
23955	360	LA-PORTER FEDERAL CREDIT	4/8/2005	Direct Deposit Payroll 08 Apr '05-Jung, Stringfellow, Molenaar, Davis	\$1,275.54
23956	361	TOWN OF DEMOTTE	4/8/2005	Sewer Services Feb '05	\$64.60
23957	362	TOWN OF WHEATFIELD SEW	4/8/2005	Sewer Charge-Wh. Lib. Apr '05	\$41.05
23958	363	VISION SERVICE PLAN- (IN)	4/8/2005	VSP Insurance-April 2005 premium	\$127.84
0	364	INDIANA DEPARTMENT OF RE	4/20/2005	EFT - State & County tax w/held Mar 2005	\$2,957.20
0	365	IRS USA TAXPAYMENT	4/8/2005	EFT-FICA & Federal Tax withheld 08 APR 05 Payroll	\$8,881.98
23959	366	SPRINT	4/11/2005	DataLine, Rens Local Phones, Payphone-April 2005	\$955.06
0	367	JASPER COUNTY PUBLIC LIBR	4/20/2005	Construction CD#3004228 Matured	\$300,000.00
0	368	PAYROLL	4/25/2005	PAYROLL	\$39,773.29

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
23960	369	AFLAC	4/25/2005	Supplemental Ins-April '05 Premium	\$219.30
23961	370	AMAZON.COM CREDIT	4/25/2005	Storage Cabinet, Books	\$105.46
23962	371	ANTHEM LIFE	4/25/2005	Life Insurance-25 Employees MAY '05	\$92.43
23963	372	CITY OF RENSSELAER	4/25/2005	Rens. Library Utilities	\$2,575.74
23964	373	COMCAST	4/25/2005	Wireless Communication APR '05;Demotte	\$160.00
23965	374	GREAT-WEST RETIREMENT S	4/25/2005	Deferred Comp. Plan Withheld from 25 Apr '05 Payroll	\$2,418.42
23966	375	LA-PORTER FEDERAL CREDIT	4/25/2005	Direct Deposit Payroll 25 Apr '05-Jung, Stringfellow, Molenaar, Davis	\$1,219.16
23967	376	NIPSCO	4/25/2005	Dem. & Wheat. Utilities Mar '05	\$4,205.03
0	377	PEOPLES STATE BANK	4/25/2005	Deposit Slips	\$21.04
23968	378	SPRINT	4/25/2005	Long Distance 3/8/05-4/7/05	\$47.58
23969	379	SPRINT	4/25/2005	Wheat. Telephones-Local Service	\$134.61
23970	380	THE TIMES	4/25/2005	Annual Subscription-Rens to 5/9/06	\$204.00
0	381	IRS USA TAXPAYMENT	4/26/2005	EFT-FICA & Federal Tax withheld 25 APR 05 Payroll	\$9,164.61
Total Amount of Claims					\$840,718.69

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, April 29, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$840,718.69

Date this 9th day of May, 2005.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

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Receipt Breakdown

April 30, 2005

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,824.09	\$12,442.25
DeMotte	\$965.30	\$4,345.05		
Rensselaer	\$1,323.67	\$5,897.43		
Wheatfield	\$535.12	\$2,199.77		
PHOTOCOPIES:			\$737.32	\$2,785.34
DeMotte	\$251.65	\$1,022.20		
Rensselaer	\$380.07	\$1,328.35		
Wheatfield	\$105.60	\$434.79		
CARDS:			\$0.00	\$0.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$0.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$535.69	\$3,007.41
Checking/Repurchase/Savings	\$535.69	\$3,007.41		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$39.96	\$54,090.27
Rebates/Refund	\$0.00	\$352.68		
Insurance Claim (COBRA Reimbursement)	\$0.00	\$1,193.58		
Meeting Room Rental	\$0.00	\$50.00		
Interfund Reimbursement	\$0.00	\$49,535.00		
Other Reimbursements	\$14.96	\$89.96		
Other Receipts	\$0.00	\$0.26		
Equipment Sales	\$25.00	\$155.00		
Hispanic Grant Reimbursement	\$0.00	\$2,713.79		
TOTAL OPERATING FUND RECEIPTS.....			\$4,137.06	\$72,325.27
PLAC FUND:			\$0.00	\$28.00
GIFT FUNDS:			\$3,213.92	\$5,652.85
DeMotte	\$93.92	\$1,458.27		
Rensselaer	\$2,970.00	\$4,034.58		
Wheatfield	\$150.00	\$160.00		
LIB. IMPROV. RESERVE FUND: Oper.Transfer.....			\$253.97	\$1,749.89
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
CAGIT Spec.Distribution (was in OP Fund)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$3.73	\$37.77
Interest Earned	\$3.73	\$37.77		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:			\$363.14	\$412.88
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$13,308.69	\$44,311.55
Int. Earned(Chkg.,CD's,Escrow)	\$6,530.84	\$23,009.70		
Refund-Utilities	\$6,777.85	\$21,301.85		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$21,280.51	\$124,518.21

WITHHOLDING ACCOUNT FUNDS:

			\$29,048.89	\$108,853.47
FIT Tax Collected	\$6,462.77	\$23,434.62		
FICA Collected	\$5,791.91	\$21,746.23		
State Tax Collected	\$2,582.82	\$9,711.08		
County Tax Collected	\$683.16	\$2,554.22		
Deferred Comp Plan	\$4,788.97	\$19,012.27		
#125 Pre-tax Plan	\$3,365.67	\$13,474.44		
Life/Health Insurance	\$30.80	\$124.72		
PERF	\$2,848.09	\$10,898.22		
Credit Union	\$2,494.70	\$7,897.67		
TOTAL RECEIPTS - ALL FUNDS.....			\$50,329.40	\$233,371.68

Voucher List**Jasper County Public Library****Report Date: From 5/1/2005 To 5/9/2005**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
23971	382	A&D BUILDERS, INC.	5/9/2005	Concrete Pad & new Flashing-DeM. Lib. Ch. Emergency Exit	\$1,100.00
23972	383	A.E. BOYCE CO., INC.	5/9/2005	Laser Payroll & A/P Checks	\$656.17
23973	384	AARON'S LAWN CARE	5/9/2005	Spring Cleanup, Mulch, April Mowing-D&R Lib.	\$1,535.00
23974	385	ACE HARDWARE	5/9/2005	Mounting Squares, Thinner Lacquer, Sprayer-DeM. Lib.	\$11.85
23975	386	ALCO DISCOUNT STORE #290	5/9/2005	Posterboard, Foam Bd., stacks, labeler tape, stickers, Ch. Prog. Supplies-DeM. Lib	\$50.56
23976	387	BAKER & TAYLOR	5/9/2005	Books, Continuations, AV, Spanish Gr. Books	\$7,297.57
23977	388	BAKER & TAYLOR ENTERTAIN	5/9/2005	Entertainment Videos	\$677.45
23978	389	BARNES & NOBLE	5/9/2005	Ch. Books, Summer Rdg. Prizes, Books on Tape	\$135.59
23979	390	BIG KIDS PRODUCTIONS, INC	5/9/2005	Ch. books on CD, Books on Tape	\$150.50
23980	391	CAPITAL ONE, F.S.B.	5/9/2005	CD-ROMS, Summer Rdg. Prizes, Ch. Counterparts Expenses, DVDs	\$201.38
23981	392	CAPSTONE PRESS	5/9/2005	Ch. Books	\$871.10
23982	393	CHARLOTTE FAGEN	5/9/2005	Tri-Fold Foam Bd.-DeM.Ch. Dept	\$4.96
23983	394	CHILD'S WORLD	5/9/2005	Ch. Book	\$664.95
23984	395	CULLIGAN	5/9/2005	Wh. Water Cooler Rental-May 2005	\$9.95
23985	396	DANIEL RAYNOR	5/9/2005	Wizard of Oz Programs-Dem. & Rens. 6/7/05	\$550.00
23986	397	DAVIDSON TITLES INC.	5/9/2005	Ch & YA Books	\$5,028.13
23987	398	DEMCO	5/9/2005	Book Pockets, Video Cases, Audiotape Albums, Bk. Jackets	\$557.45
23988	399	DELL MARKETING L.P.	5/9/2005	Mobile Laptop Transport Case	\$588.20
23989	400	DIANA KOOS	5/9/2005	Mgmt Institute Expenses	\$8.66
24032	401	EVA SUBSCRIPTION SERVICE	5/9/2005	Annual Mag. Subscriptions	\$13,050.83
23991	402	FASE'S WATER TREATMENT	5/9/2005	10 Redout-DeM. Lib.	\$102.50
23992	403	GA FOODS GROUP	5/9/2005	Staff Dev. Day, Rens. Adult Program Supplies/Expenses	\$25.77
23993	404	GAIL JUNG	5/9/2005	Dem. Petty Cash-Chess Prog Supply, Lettering, Xmas Prog. Exp, Keys, Paint Supply	\$25.87
23994	405	HERITAGE OFFICE PRODUCT	5/9/2005	Name Badge, Silver Markers, Corr. Fluid	\$20.22
23995	406	HIGHSMITH CO. INC.	5/9/2005	Laminate Film, Bookmarks, Posters, Summer Rdg. Supplies, Bookbags	\$166.21
23996	407	HSBC BUSINESS SOLUTIONS	5/9/2005	Best Buy purchases-CDs, DVDs, CD-ROMs-DeM.	\$310.82
23997	408	INCOLSA	5/9/2005	ProQuest Online Ancestry Plus Library Edition, 6/05-06.	\$1,161.00
23998	409	INGRAM	5/9/2005	Paperback books	\$36.62
23999	410	INSPIRATIONAL DISTRIBUTOR	5/9/2005	Christian Books	\$45.76
24000	411	KEM'S TRUSTWORTHY HARD	5/9/2005	Wireless Door bell-Rens. Lib.	\$17.79
24001	412	KIM DELGER	5/9/2005	Anniversary Celebration Supplies-R. Carr	\$25.83
24002	413	LIBRARY STORE, INC.	5/9/2005	Be Kind, Rewind Labels	\$10.90
24003	414	LIBRARY VIDEO COMPANY	5/9/2005	CD-ROMS, DVD	\$169.85
24004	415	LIVE OAK MEDIA	5/9/2005	Bilingual Audio CD	\$40.24
24005	416	HR SPECIALIST	5/9/2005	1 yr. Subscription 5/1/05-4/30/06-(Bus. Mgr)	\$97.00
24006	417	LYNN DAUGHERTY	5/9/2005	Milroy Will-Certified Copy, NILBA Dinner Mtg Reservations, Mileage	\$153.07
24007	418	MARY HERZ	5/9/2005	Mileage-Spanish Newspaper delivery; poster/handout outreach	\$21.46
24008	419	NANETTE SPEACHT	5/9/2005	Postage-Basic Literacy packets	\$7.20
24009	420	NADSC	5/9/2005	NADA Official Used Car Guide-1 yr. subsc. 6/05-06	\$168.00
24010	421	NORTHWESTERN INDIANA TE	5/9/2005	Local Phone Service-May 2005-DeM.	\$140.00
24011	422	PATRICK R. OATIS	5/9/2005	Sign Language Program, Rens. Lib., 3/23-4/27/05.	\$270.00
24012	423	PATTY STRINGFELLOW	5/9/2005	Mileage-Budget Wkshp, Lead-In, Learning Network Mtg., Bd. Mtg, Parking, & Mtg. Expenses	\$215.92

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
24013	424	PRECISION CONTROL SYSTE	5/9/2005	Spring 2005 Qtly Preventive Mtnce-D&R	\$1,305.00
24014	425	PROQUEST INFORMATION & L	5/9/2005	Rens. Republican Microfiche (9/04-12/31/04)	\$84.29
24015	426	QUILL CORPORATION	5/9/2005	Labels, Corr. Tape, Toner, Inkjet Cartridges, Copy Paper, Highlighters, Tape, Self-Stick Notes, PaperClips, Legal Pads, Anti-Glare Monitor Filter, etc.	\$605.07
24016	427	RECORDED BOOKS, LLC	5/9/2005	Books on Tape, Processing Mat'ls (CD Sleeves/Albums)	\$577.00
24017	428	ROURKE PUBLISHING GROUP	5/9/2005	Ch. Books	\$562.40
24018	429	SCHOLASTIC LIBRARY PUBLIS	5/9/2005	Continuations-Enchantment of the World Series	\$136.50
24019	430	SECURITY COURIERS CORP.	5/9/2005	Transport Service b/w Branches, 4/1-4/22/05	\$1,214.10
24020	431	SUDANCO AFFORDABLE ALTE	5/9/2005	Labels-2 Day Loan/\$1 Fine	\$12.45
24021	432	SUNRISE PACKAGING INC.	5/9/2005	DVD Albums (Processing Supply)	\$162.32
24022	433	THE TIMES	5/9/2005	Newspaper Subsc. 5/30/05-5/29/06, Wheatfield Library	\$221.00
24023	434	THOMSON GALE	5/9/2005	Continuations-Something About Author	\$140.15
24024	435	TOWN OF DEMOTTE	5/9/2005	Sewer Services- March 2005 @ DeM. Lib.	\$64.60
24025	436	TOWN OF WHEATFIELD SEW	5/9/2005	Sewer Services @ Wh. Lib., May 2005	\$41.05
24026	437	TROYER GROUP, INC.	5/9/2005	DeM. Carpet Replacement Prof. Services	\$209.00
113	438	JASPER COUNTY PUBLIC LIBR	5/9/2005	Reimburse Operating Fund for Troyer Services for DeM. Carpet Project.	\$209.00
24027	439	UNIQUE MANAGEMENT SERVI	5/9/2005	Collections-Initial & Secondary Placements-March 2005	\$320.23
24028	440	VERONICA RODRIGUEZ	5/9/2005	Speaker's Fee-Spanish Panel participant, 4/22/05	\$75.00
24029	441	WAL-MART COMMUNITY BRC	5/9/2005	CDs, DVDs, Videos, book, Staff Development Day/Marketing Supply, Clock, Mtg Rm. Supply, Spill Kit refills	\$175.39
24030	442	WEBBALANCED TECHNOLOGI	5/9/2005	2nd Qtr. Internet Filtering Service Fee	\$360.00
24031	443	WORKER TRAINING FUND	5/9/2005	Training Assessment-2005	\$259.64
150056	444	BRODART CO.	5/9/2005	Slatwall Shelf	\$6.28
150057	445	DELL MARKETING L.P.	5/9/2005	9-Mobile Lab Dell Pentium 4 Computers, Monitors, etc.; 9 Dell Pentium CPUs	\$25,647.71
150058	446	GAYLORD BROS.	5/9/2005	1,000 CD Cases - Wh. Lib. Project	\$700.00
150059	447	JAN WAY COMPANY	5/9/2005	Hanging Media Bags-Wh. Lib. Project	\$440.77
150060	448	JASPER COUNTY PUBLIC LIBR	5/9/2005	April 2005 Equipment Retainage (LEE Co.)	\$2,120.70
150061	449	LEE COMPANY, INC.	5/9/2005	Equipment per attached per contract.	\$19,086.30
150062	450	SUNRISE PACKAGING INC.	5/9/2005	DVD Albums - Wh. Bldg. Proj Processing supply	\$202.95
150063	451	TROYER GROUP, INC.	5/9/2005	Architectural Services-Wh. Bldg. Project - March 2005	\$3,899.00
150064	452	WAL-MART COMMUNITY BRC	5/9/2005	Paper Towel Roll Holders-Wh. Bldg. Proj.	\$20.96
150065	453	GOUGH, INC.	5/9/2005	Black Dirt, Asphalt, Irrigation System, Landscaping, Countertops, display cases, finishing work, flooring, ceiling tiles, tackboards, partition, air balance, light fixtures, cabinetry	\$219,700.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$314,961.19

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, May 04, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$314,961.19

Date this 9th day of May, 2005.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JUNE

AGENDA

**Jasper County Public Library Board of Trustees Monthly Meeting
Monday, June 13, 2005, 7:00 PM
New Wheatfield Library**

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of May meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Policy Review (R 9)
- D. Salary Ordinance (R 7)

General Business

- A. Wheatfield Building Project (R 9 – R 10)
- B. Wheatfield Art Project judging (R 10)
- C. Rensselaer recarpeting project (R 12)
- D. Director Search (R 13)

Information

Action

Action

Discussion

Director's Report (R 9 – R 13)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes**May 9, 2005****Jasper County Public Library Board of Trustees****Rensselaer Library****7:00 PM**

The Executive Session preceded the regular meeting to discuss the Library Director's annual job performance. No other subject was discussed. The regular meeting was then opened at 7:20 PM with a moment of silence.

Present: Joan Floyd, Mark Heinig III, Tim Schultz Jr., Anne-Marie Egan, Mike Crawford, Sue Deardorff, Mari Anne Sayler, Lynn Daugherty, Charlotte Fagen, Rebecca Gibson, Diana Kooy, Gail Jung, and Don Gear.

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items, namely, Minutes of the April 11th Board Meeting, April bills and financial reports, Salary Ordinance update, LSTA Digitization Grant, and TLC Group Workshop attendance, were unanimously approved on a motion by M. Heinig, seconded by S. Deardorff. Motion passed.

DeMotte Children's Dept Annual Report: C. Fagen reported that she and her staff continue to provide programming for all ages and visit the schools and pre-schools on a regular basis. The involvement of teens as tutors, volunteers, and advisory board is a real asset to the library. The children's department also made some changes to make materials easier to locate and bring attention to them. More and more materials are being purchased in non-print form; namely, musical CD's and Books on Tape and on CD's. They are embarking on a Bi-lingual Storytime in June 2005. The board expressed an interest in the feedback on the effectiveness of the tutoring program.

Commercial Appraisal: Steve Whited, Whited Appraisal Inc, and Wally Bucher, Bucher Realty & Auction, each appraised the Wheatfield Library and jointly submitted an appraisal in the amount of \$226,700. The board established that this will be the basic starting figure.

Sale of Wh. Library: Don Gear addressed the board on behalf of the Town of Wheatfield. The Town has voted to proceed with a plan to purchase and utilize the building as a town hall/police department facility. Mr. Gear indicated they are seeking funding for this project since it is outside of their budget limitations. L. Daugherty will act as the library's representative for further communication regarding the building sale, but the board will determine final disposition. A copy of the appraisal will be provided to the Town Board as well as Sorrowful Mother

Church who has also expressed an interest in the building. It was again stressed that the appraisal is a starting figure. Once the library has vacated the building, the town board asked to have a walk-through.

DeMotte GED: In light of continuing unfavorable incidents at the DeMotte Public Library by students enrolled in the GED classes, the board chose to terminate the arrangement with Portage Adult Education to house adult education classes at the DeMotte P.L. at the end of the current school year on a motion by M.A. Sayler, seconded by M. Heinig. Motion passed unanimously. A letter shall be written informing them and the teacher of this decision. The GED will have until August 1, 2005 to vacate the premises.

Capital Projects Fund: With no one present at the public hearing portion of the meeting to object to the Capital Projects Fund Plan, S. Deardorff moved, seconded by M. Heinig, to approve the Capital Projects plan and submit to the County Council for their approval. Motion passed.

Director Search: A few resumes have been received for the Director's position. A letter shall be sent to the applicants informing them if they passed the preliminary screening or not. The board president will sign the letters on behalf of the board. A board committee will be set up at a later date to review the applications that have passed the first phase.

Phone System: Five vendors submitted proposals for a new telephone system with voice mail capabilities for all three libraries. Each proposed system can also be upgraded or migrated to an 'IP over voice' if ever needed. AllSource Communication had the low quote of \$19,459.27 for the Comdial DX80 system. A-M Egan made a motion to accept the low quote. S. Deardorff seconded the motion. Motion passed with T. Schultz casting a nay vote.

Oath of Office: A-M Egan took the oath of office for her fourth term on the board and signed accordingly.

Multi-Use Computer Work Stations: Accessing the OPAC, searching the Internet, using the databases, or typing a document in Microsoft Word all at once is a more and more popular trend with patrons. M. Heinig moved, seconded by A-M Egan, to provide five universal computer workstations at Wheatfield Library on a trial basis for six months unless serious problems arise earlier. Board policies affected by this change will be tweaked if and when universal computer workstations become a permanent reality.

Building Sale Options: L. Daugherty will look into alternatives the library has available such as: rent with option to buy, selling on contract, and/or leasing in the event it may take more than a few months to seal a sale.

Adjournment: With no further matters for discussion, the meeting was adjourned at 8:50PM on a motion by S. Deardorff, seconded by A-M Egan.


Mark Heinig III, Secretary


Attest: Mike Crawford, President

[illegible]

CircLib Changes 2004 to 2005

	DeMotte			Rensselaer			Wheatfield			Total All Libraries				
	Circulation		Percent	Circulation		Percent	Circulation		Percent	Circulation				
	2004	2005	Change	2004	2005	Change	2004	2005	Change	2004	2005	2004	2005	Percent Change
January	10756	10787	0.3%	12158	11371	-6.5%	4330	4755	9.8%	27244	26913	27244	26913	-1.2%
February	10918	6662	-39.0%	10845	11118	2.5%	4444	5006	12.6%	26207	22786	53451	49699	-7.0%
March	11963	11176	-6.6%	11305	12456	10.2%	4825	4747	-1.6%	28093	28379	81544	78078	-4.3%
April	9599	9047	-5.8%	10080	10782	7.0%	3553	4048	13.9%	23232	23877	104776	101955	-2.7%
May	9125	8951	-1.9%	8717	10625	21.9%	3863	2537	-34.3%	21705	22113	126481	124068	-1.9%
June	17422		-100.0%	12967	#####		6462	#####		36851	0	163332	124068	-24.0%
July	11480		-100.0%	10794	#####		4765	#####		27039	0	190371	124068	-34.8%
August	9866		-100.0%	10468	#####		4221	#####		24555	0	214926	124068	-42.3%
September	10054		-100.0%	10257	#####		4392	#####		24703	0	239629	124068	-48.2%
October	10008		-100.0%	11520	#####		4713	#####		26241	0	265870	124068	-53.3%
November	9488		-100.0%	10723	#####		4571	#####		24782	0	290652	124068	-57.3%
December	8159		-100.0%	8557	#####		3455	#####		20171	0	310823	124068	-60.1%
Total	128838	46623	-63.8%	128391	56352	-56.1%	53594	21093	-60.6%	310823	124068			

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

May 2005

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	88	19	107	23	116	25	311	67
LOCAL HISTORY								
In person	2	1	17	5		0	19	5
Letters written	2	2	9	9		0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	445	19	985	41	176	7	1606	67
Computer software used	42	4	83	7	7	1	132	11
VCR Use	3	0	6	1		0	9	1
Microforms	5	1	65	9		0	70	9
CD ROM/Online databases	126	11	215	18	158	13	499	42
Typewriter use	4	0		0	1	0	5	0
Other equipment used		0	3	1		0	3	1
OTHER LIBRARY SERVICES USED								
Outreach activities	2	2	44	29		0	46	31
Notarized documents	1	0	1	0	1	0	3	1
Meeting Room Use (no. of groups)	51	17	31	10	21	7	103	34
Study room use	16	1	33	3	9	1	58	5
Proctoring		0		0		0		0
Tax Forms distributed	7189	72	8141	81	1705	17	17035	170
Pull Requests	4	4	2	2		0	6	30
INTERLIBRARY LOANS								
Requests made for:	30	8	88	22	0	0	118	30
Items rec'd for:	36	18	78	39	1	1	115	58
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7420	7676	3140	18236
Non-resident, paying	3	9	1	13
PLAC card users	0	2		2
Reciprocal borrowers	357	336	34	727
(Hispanic cards issued)	45	6	0	51

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
Programs for all ages	2	12	2	12	1	6	5	30
Children's Programs (0-13)	9	54	15	90	4	24	28	168
Number attending	659		1012		402		2073	
YA Programs (14-17)	0	0	0	0	0	0	0	0
Number attending	1		4		0		5	
Adult Programs	1	6	2	12	0	0	3	18
Number attending	47		105		5		157	
Senior Citizen Programs	3	18	5	30	2	12	10	60
Number attending	18		166		12		196	
Total Number of Programs	15	90	24	144	7	42	46	276
Total Persons Attending	725		1287		419		2431	
Total Attending Same Month Last Yr.	928		1159		568		2655	
Total Staff Hours Spent		267		444		114		849
Total Staff Hrs Same Mo. Last Yr		486		655		283		
Total Number of In-House Programs	14		13		5		32	
Total Attendance	703		301		219		1223	
Total Number of Outreach Programs	1		11		2		14	
Total Attendance	22		986		200		1208	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items	% of	Items	% of	Items	% of	Items	% of
	Loaned	Total	Loaned	Total	Loaned	Total	Loaned	Total
Adult	6797	72.5%	8005	70.8%	2062	76.0%	16864	72.4%
Corporate	47	0.5%	81	0.7%		0.0%	128	0.5%
Juvenile 0-11	902	9.6%	1243	11.0%	187	6.9%	2332	10.0%
Nonresident No Fee	53	0.6%	323	2.9%	111	4.1%	487	2.1%
Nonresident Fee		0.0%	1	0.0%		0.0%	1	0.0%
Reciprocal	397	4.2%	357	3.2%	17	0.6%	771	3.3%
School		0.0%		0.0%		0.0%	0	0.0%
St. Joseph College		0.0%	32	0.3%		0.0%	32	0.1%
State Library Card		0.0%		0.0%		0.0%	0	0.0%
Staff	632	6.7%	609	5.4%	220	8.1%	1461	6.3%
Walking books	48		53	0.5%				
YA 12-17	227	2.4%	307	2.7%	47	1.7%	581	2.7%
YA-AV	267	2.8%	294	2.6%	68	2.5%	629	2.7%
Total	9370		11305		2712		23286	
All items borrowed by nonresidents	450	4.8%	713	6.3%	128	4.7%	1291	5.5%

CIRCULATION BY HOLDINGS CODE
May 2005

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)				0
Award Winner JE (DAJE)	4			4
Award Winner JFIC (DAJFIC)	17			17
Award Winner JNF (DAJNF)	1			1
Award Winner JPFIC (DAJBPF)	3			3
Award Winner YAFIC (DAYAF)	4			4
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	40	3	7	50
Books on CD (DBKCD)	90	7		97
Books on Tape (DBKT)	96	3	3	102
Compact Disc (DCD)	538	12	15	565
DVD	788	3	1	792
Equipment (DEQP)	4			4
See librarian (DERR)				0
Express Book (DEXP)	51			51
Fiction (DFIC)	1542	32	20	1594
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	445			445
Juv. Biography (DJBIO)	34			34
Juv. Book on CD (DJBKCD)	8			8
Juv. Book on Tape (DJBKT)	74	14		88
Juv. Compact Disc (DJCD)	52	2		54
Juvenile Easy (DJE)	809	4	9	822
Juv. Easy Reader (DJER)	255	3	11	269
Juv. Fiction (DJFIC)	234	4		238
Juv. Holiday books (DJHOL)	6		1	7
Juv. Magazine (DJMAG)	85			85
Juv. Music Cassette (DJMC)	5			5
Juv. Nonfiction (DJNF)	502	7	6	515
Juv. Nonfic Text Bk (DJNFTB)	1			1
Juv. Paperback fic (DJPBF)	283	1	1	285
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	101	1	8	110
Large Print Nonfic (DLPNF)	8			8
Magazine (DMAG)	790		4	794
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1085	39	26	1150
Nonfiction VHS (DNFVHS)	54	4		58
Professional Coll. (DPROF)	1			1
Parent Shelf Juv. Fic (DPSJFic)	1			1
Parent Shelf Juv. NF (DPSJNF)	6			6
Parent Shelf Ref (DPREF)				0
Reference (DREF)	1			1
Ref. Magazine (DRMAG)				0

Reference Software (DRSW)				0
Spanish Collection (DSPA)	23	9		32
Software (DSWAR)	115	1		116
Vertical File (DVF)	4			4
VHS	545	12	2	559
YA Biography (DYAB)	5			5
YA Books on CD (DYABKCD)	2			2
YA Books on Tape (DYABKT)	1			1
YA Fiction (DYAF)	71	1		72
YA Nonfiction (DYANF)	41	1	1	43
YA Paperback Fic (DYAPBF)	130	1		131
Award Winner JBIO (RAJBIO)				0
Award Winner JE (RAJE)				0
Award Winner JFIC (RAJFIC)		7		7
Award Winner JNF (RAJNF)		1		1
Award Winner JPFIC (RAJPBF)		2		2
Award Winner YAFIC (RAYAF)		2		2
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	4	54	2	60
Books on CD (RBKCD)		157	1	158
Books on Tape (RBKT)	1	125	1	127
Compact Disc (RCD)	7	361	3	371
DVD	3	1567	4	1574
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		90		90
Fiction (RFIC)	39	1258	12	1309
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		5		5
Internet (RINTER)		985		985
Juv. Biography (RJBIO)		20		20
Juv. Book on CD (RJBKCD)		14		14
Juv. Book on Tape (RJBKT)	4	102	1	107
Juv. Compact Disc (RJCD)	3	45		48
Juvenile Easy (RJE)	4	1019		1023
Juv. Easy Reader (RJER)		228		228
Juv. Fiction (RJFIC)	9	248	1	258
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		54		54
Juv. Music Cassette (RJMC)		4		4
Juv. Nonfiction (RJNF)	6	621	1	628
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	4	174		178
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	1	103		104
Large Print Nonfic (RLPNF)		3		3
Magazine (RMAG)	10	353		363
Music Cassette (RMCAS)				0
Nonfiction (RNFIC)	30	1084	8	1122

Nonfiction VHS (RNFVHS)	1	106		107
Professional Coll. (RPRO)	1			1
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)				0
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	2	258		260
Software (RSWAR)		120		120
Vertical File (RVF)		4		4
VHS	2	865	1	868
YA Biography (RYAB)		2		2
YA Books on CD (RYABKCD)		3		3
YA Books on Tape (RYABKT)		13		13
YA Fiction (RYAF)	2	227	1	230
YA Nonfiction (RYANF)		59	2	61
YA Paperback Fic (RYAPBF)		161	1	162
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)				0
Award Winner JFIC (WAJFIC)	1			1
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	1	3	19	23
Books on CD (WBKCD)	4	6	39	49
Books on Tape (WBKT)	2	3	29	34
Compact Disc (WCD)	11	14	128	153
DVD	3	1	289	293
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			19	19
Fiction (WFIC)	26	30	380	436
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			176	176
Juv. Biography (WJBIO)			6	6
Juv. Book on CD (WJBKCD)	1			1
Juv. Book on Tape (WJBKT)	2	1	18	21
Juv. Compact Disc (WJCD)			4	4
Juvenile Easy (WJE)	6	8	237	251
Juv. Easy Reader (WJER)	1	1	97	99
Juv. Fiction (WJFIC)		3	40	43
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			14	14
Juv. Music Cassette (WJMC)			4	4
Juv. Nonfiction (WJNF)	1	3	215	219
Juv. Nonfic Text Bk (WJNFTB)				0

Juv. Paperback fic (WJPBF)	1		48	49
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	3	2	8	13
Large Print Nonfic (WLPNF)	1		2	3
Magazine (WMAG)			140	140
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	22	24	246	292
Nonfiction VHS (WNFVHS)	2	3	18	23
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)	3	1	1	5
Software (WSWAR)	1		29	30
Vertical File (WVF)			3	3
VHS	1	2	168	171
YA Biography (WYAB)			1	1
YA Books on CD (WYABKCD)			2	2
YA Books on Tape (WYABKT)			2	2
YA Fiction (WYAF)	2	4	26	32
YA Nonfiction (WYANF)		1	15	16
YA Paperback Fic (WYAPBF)		2	41	43
TOTAL	9183	10780	2618	22581

CIRCULATION BY HOLDINGS CODE
May 2005

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	4	0	0	4
Award Winner JFIC (AJF)	18	7	0	25
Award Winner JNF (AJNF)	1	1	0	2
Award Winner JPFIC (AJPF)	3	2	0	5
Award Winner YAFIC (AYAF)	4	2	0	6
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	45	60	28	133
Books on CD (BKCD)	94	170	40	304
Books on Tape (BKT)	99	144	33	276
Compact Disc (CD)	556	387	146	1089
DVD	794	1571	294	2659
Equipment (EQP)	4	0	0	4
See librarian (ERR)	0	0	0	0
Express Book (EXP)	51	90	19	160
Fiction (FIC)	1607	1320	412	3339
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	5	0	5

Internet (INTR)	445	985	176	1606
Juv. Biography (JBIO)	34	20	6	60
Juv. Book on CD (JBOD)	9	14	0	23
Juv. Book on Tape (JBKT)	80	117	19	216
Juv. Compact Disc (JCD)	55	47	4	106
Juvenile Easy (JE)	819	1031	246	2096
Juv. Easy Reader (JER)	256	232	108	596
Juv. Fiction (JFIC)	243	255	41	539
Juv. Holiday (JHOL)	6	0	1	7
Juv. Magazine (JMAG)	85	54	14	153
Juv. Music Cassette (JMC)	5	4	4	13
Juv. Nonfiction (JNF)	509	631	222	1362
Juv. Nonfic Text Bk (JNFT)	1	0	0	1
Juv. Paperback fic (JPBF)	288	175	49	512
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	105	106	16	227
Large Print Nonfic (LPNF)	9	3	2	14
Magazine (MAG)	800	353	144	1297
Music Cassette (MCAS)	0	0	0	0
Nonfiction (NFIC)	1137	1147	280	2564
Nonfiction VHS (NFVH)	57	113	18	188
Professional Coll. (PROF)	2	0	0	2
Parent Shelf Juv. Fic (PJF)	1	0	0	1
Parent Shelf Juv. NF (PSJNF)	6	0	0	6
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	37	78	1	116
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	28	268	1	297
Software (SWAR)	116	121	29	266
Vertical File (VF)	4	4	6	14
VHS	548	879	171	1598
YA Biography (YAB)	5	2	1	8
YA Books on CD (YABKCD)	2	3	2	7
YA Books on Tape (YABKT)	1	13	2	16
YA Fiction (YAF)	75	232	27	334
YA Nonfiction (YANF)	41	61	18	120
YA Paperback Fic (YAPBF)	130	164	42	336
				0
Free reads	177	737	91	1005
Games/Puzzles		1		1
Talking books		1		1
Assignment Shelf Books				0
TOTAL	9396	11610	2713	23719

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1940	2253	538	4731
Nonfiction	1258	1556	312	3126

CHILDREN'S BOOKS

Fiction	1632	1702	444	3778
Nonfiction	557	652	229	1438

YA BOOKS

Fiction	209	398	69	676
Nonfiction	46	63	19	128
Magazines, Adult	800	353	144	1297
Magazines, Children	85	54	14	153
Games, Toys	0	6	0	6
Sound Recordings, adult	752	718	223	1693
Sound Recordings, ch	149	182	27	358
Online databases	0	0	0	0
Software	116	121	29	266
Vertical file	4	4	6	14
VHS/DVD	1399	2563	483	4445
Equipment	4	0	0	4
Total	8951	10625	2537	22113

A-V Circulation	2416	3584	762	6762
A-V Circulation as % of total	27.0%	33.7%	30.0%	30.6%

Salary Ordinance 2005

Update 6/05

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date
Davidson, Loretta	Pub/Tech Serv Clerk	\$7.12	10	R	5/23/2005
DeVries, Carolynn	Clerk	7.12/7.22/7.32	13	W	6/13/2005
Douthit, Jennifer	Librarian 3 (Tech)	\$19.13	40	R	5/26/1996
Gonzalez, Ana	Page	5.75/6.05/6.35	9	W	6/13/2005
Gray, Elizabeth	Clerk	\$7.42	12	R	2/18/2003
Jones, Jamie	Clerk	\$7.42	13	W	6/2/2003
Lambert, Jean	Asst. Janitor	\$8.65	10	D	5/23/2005
Middleton, Becky	Clerk	7.12/7.22/7.32	13	W	6/13/2005
Pilarszyk, Melissa	Page	5.75/6.05/6.35	9	W	6/13/2005
Wynkoop, Doreen	Clerk	\$7.12/7.22/7.32	13	W	6/13/2005

Some changes are the result of Emily Whitlow's move from her former positions as 20 hr per week Multi-Dept. Library Assistant (floater between the 3 libraries), as Library Assistant at DeMotte (5 hours) and as assistant janitor at DeMotte (10 hrs) to her new position as Assistant II at Rensselaer. Loretta Davidson will "float" between Rensselaer public service and technical service departments as needed 10 hrs per week. Jean Lambert become Assistant Janitor at DeMotte.

Wheatfield is hiring 3 new 13 hr per week clerks to work in the new library and promoting their 17 hour per week page, Jamie Jones, to the 4th new clerk position. Jamie has graduated from high school and will be taking college classes this fall. To replace Jamie, Melissa Pilarszyk and Ana Gonzalez will each work 9 hours per week.

Jennifer Evers married and is now Jennifer Douthit. Elizabeth Gray is moving from Page to Clerk, to fill the position held by Beth Shoemaker. Beth & her family are moving to Ohio later this month.

We have examined and approved the changes to the 2005 Jasper County Public Library Salary Ordinance. Dated June 13, 2005.

Mr. Henry
Marion Anne Sawyer
Timothy M. Schull
Shirley A. Coad

Susan Dearoff
Joan G. Floyd
Rene Marie Egan

JCPL FINANCIAL STATEMENT

May 31, 2005

	<u>Beginning 2005 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$580,559.27	\$130,346.23	\$704,274.10	\$251,605.10	\$323,930.37	\$200,215.54
Includes Investments of:						
Public Library Access Card Fund	\$26.00	\$0.00	\$54.00	\$0.00	\$28.00	\$0.00
Gift Fund	\$4,067.95	\$100.33	\$2,825.81	\$343.64	\$5,996.49	\$7,238.63
DeMotte	\$495.86	\$50.82	\$1,146.78	\$0.00	\$1,458.27	\$807.35
Rensselaer	\$2,665.70	\$49.51	\$1,607.03	\$143.64	\$4,178.22	\$5,236.89
Wheatfield	\$906.39	\$0.00	\$72.00	\$200.00	\$360.00	\$1,194.39
Library Improvement Reserve Fund	\$200,712.12	\$209.00	\$49,744.00	\$231.40	\$1,981.29	\$152,949.41
Includes Investments of:						
Bond & Interest Redemption Fund	\$24,412.51	\$0.00	\$0.00	\$0.00	\$0.00	\$24,412.51
Includes Investments of:						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,763.00
Transfer from OPER Fund						
Capital Projects Fund	\$2,716.20	\$0.00	\$1,419.00	\$2.10	\$39.87	\$1,337.07
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$270.00	\$412.88	\$0.00	\$412.88	\$0.00
Levy Excess Fund	\$18,864.54	\$0.00	\$0.00	\$0.00	\$0.00	\$18,864.54
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$2,040,731.23	\$272,569.79	\$1,518,582.83	\$1,241.41	\$45,552.96	\$567,701.36
Includes Investments of \$1,650,000						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,409.26	\$28,843.88	\$5,409.26	\$28,843.88	\$0.00
FICA Tax Collected	\$0.00	\$5,134.79	\$26,881.02	\$5,134.79	\$26,881.02	\$0.00
State Tax Collected	\$2,281.19	\$2,582.82	\$11,992.27	\$2,291.82	\$12,002.90	\$2,291.82
County Tax Collected	\$599.16	\$683.16	\$3,153.38	\$598.11	\$3,152.33	\$598.11
Deferred Comp.	\$0.00	\$4,836.84	\$23,849.11	\$4,836.84	\$23,849.11	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,893.93	\$16,368.37	\$2,893.93	\$16,368.37	\$0.00
Employee Life Insur.	\$0.00	\$30.80	\$155.52	\$30.80	\$155.52	\$0.00
Employee P.E.R.F.	\$7,678.26	\$0.00	\$15,728.39	\$2,593.35	\$13,491.57	\$5,441.44
Credit Union	\$0.00	\$2,323.81	\$10,221.48	\$2,323.81	\$10,221.48	\$0.00
TOTAL ALL FUNDS.....	\$2,913,621.43	\$427,390.76	\$2,414,506.04	\$279,536.36	\$512,908.04	\$1,012,023.43

Bank Balances**Jasper County Public Library****Report as of: 5/31/2005**

<i>Bank</i>		
1	Peoples State Bank	\$277,905.35
2	Demotte State Bank	\$13,257.31
3	Peoples State Bank-LIRF Acct	\$152,949.41
4	PSB-LIRF CD#3004376	\$0.00
5	Cash On Hand	\$210.00
6	Peoples State Bank-Construction Ckg.	\$423,417.32
7	PSB-Lee Co. (Escrow)#0326100	\$2,471.30
8		\$0.00
9	PSB Const.- (6mon) CD#3004279	\$0.00
10	PSB Const.- (6mon) CD#3004260	\$0.00
11	PSB Const.- (6mon) CD#3004252	\$0.00
12	PSB Const.- (6mon) CD#3004244	\$0.00
13	PSB Const.- (6mon) CD#3004236	\$0.00
14	PSB Const.- (9mon) CD#3004228	\$0.00
15	Peoples State Bank-ESCROW Acct	\$141,812.74
Total all banks =		\$1,012,023.43

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 5/1/2005 To 5/31/2005

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,454.00	\$0.00	\$54,454.00	\$4,537.86	\$22,601.77	\$31,852.23	41.5
1.12 SALARY OF ASSISTANTS	\$787,808.00	\$0.00	\$787,808.00	\$59,035.51	\$313,009.63	\$474,798.37	39.7
1.13 WAGES OF JANITORS	\$51,967.00	\$0.00	\$51,967.00	\$3,521.59	\$17,543.24	\$34,423.76	33.8
1.21 EMPLOYER'S SHARE-FICA	\$64,481.00	\$0.00	\$64,481.00	\$5,134.79	\$26,881.02	\$37,599.98	41.7
1.22 UNEMPLOYMENT COMPENSATION	\$4,553.00	\$0.00	\$4,553.00	\$0.00	\$3,607.28	\$945.72	79.2
1.23 EMPLOYER'S CONTRIB.- PERF	\$43,525.00	\$0.00	\$43,525.00	\$0.00	\$22,250.88	\$21,274.12	51.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$66,666.00	\$1,193.58	\$67,859.58	\$4,939.42	\$25,973.25	\$41,886.33	38.3
1.31 OTHER PERSONAL SERVICES	\$100.00	\$0.00	\$100.00	\$2,920.00	\$14,600.00	(\$14,500.00)	14600.0
Subtotal	\$1,073,554.00	\$1,193.58	\$1,074,747.58	\$80,089.17	\$446,467.07	\$628,280.51	41.5
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$0.00	\$900.00	\$660.07	\$667.54	\$232.46	74.2
2.12 STATIONERY AND PRINTING	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$9,200.00	\$0.00	\$9,200.00	\$584.65	\$3,108.17	\$6,091.83	33.8
2.21 CLEANING & SANITATION SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$6.77	\$881.82	\$3,618.18	19.6
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$111.77	\$1,095.65	\$2,904.35	27.4
2.31 BUILDING MATERIALS & SUPPLIES	\$2,000.00	\$0.00	\$2,000.00	\$17.79	\$17.79	\$1,982.21	0.9
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$98.31	\$301.69	24.6
2.41 LIBRARY SUPPLIES	\$11,700.00	\$40.74	\$11,740.74	\$1,426.48	\$6,184.46	\$5,556.28	52.7
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$29.72	\$58.84	\$141.16	29.4
Subtotal	\$33,550.00	\$40.74	\$33,590.74	\$2,837.25	\$12,112.58	\$21,478.16	36.1
<i>3. Other Services and Charge</i>							
3.13 LEGAL SERVICES	\$2,507.00	\$0.00	\$2,507.00	\$0.00	\$0.00	\$2,507.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,500.00	\$7,179.00	\$12,679.00	\$834.00	\$9,118.97	\$3,560.03	71.9
3.21 TELEPHONE	\$5,800.00	\$0.00	\$5,800.00	\$751.72	\$3,147.30	\$2,652.70	54.3
3.22 POSTAGE	\$5,500.00	\$3.00	\$5,503.00	\$7.20	\$1,700.78	\$3,802.22	30.9
3.23 MILEAGE	\$7,500.00	\$125.96	\$7,625.96	\$306.72	\$3,163.54	\$4,462.42	41.5
3.24 PROFESSIONAL MEETINGS	\$7,500.00	\$0.00	\$7,500.00	\$118.43	\$3,534.28	\$3,965.72	47.1
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$354.74	\$860.65	\$939.35	47.8
3.26 NETWORKING	\$15,000.00	\$0.00	\$15,000.00	\$946.00	\$4,230.12	\$10,769.88	28.2
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.32 OTHER PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.0
3.4 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$1,875.00	\$38,125.00	4.7
3.51 GAS	\$42,000.00	\$0.00	\$42,000.00	\$2,170.99	\$19,422.87	\$22,577.13	46.2
3.52 ELECTRICITY	\$49,000.00	\$0.00	\$49,000.00	\$3,682.44	\$17,085.90	\$31,914.10	34.9
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$63.85	\$400.45	\$599.55	40.0
3.54 WASTE DISPOSAL SERVICES	\$3,200.00	\$0.00	\$3,200.00	\$195.05	\$1,096.18	\$2,103.82	34.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.61 BUILDING & STRUCTURES	\$48,000.00	\$42,735.00	\$90,735.00	\$2,635.00	\$61,764.82	\$28,970.18	68.1
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$9.95	\$117.75	\$182.25	39.3
3.91 DUES	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,730.40	\$69.60	96.1
3.93 TAXES & ASSESSMENTS	\$260.00	\$0.00	\$260.00	\$259.64	\$259.64	\$0.36	99.9
3.94 TRANSFER TO LIRF	\$20,524.00	\$0.00	\$20,524.00	\$0.00	\$0.00	\$20,524.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$58,594.00	\$0.00	\$58,594.00	\$3,199.33	\$18,067.40	\$40,526.60	30.8
Subtotal	\$319,555.00	\$50,042.96	\$369,597.96	\$15,535.06	\$147,776.05	\$221,821.91	40.0
<i>4. Capital Outlays</i>							
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0
4.4 FURNITURE & EQUIPMENT	\$5,940.00	\$3,490.83	\$9,430.83	\$588.20	\$4,194.71	\$5,236.12	44.5
4.51 BOOKS	\$139,000.00	\$334.80	\$139,334.80	\$14,190.66	\$51,176.69	\$88,158.11	36.7
4.52 PERIODICALS & NEWSPAPERS	\$22,600.00	\$0.00	\$22,600.00	\$13,702.48	\$15,697.43	\$6,902.57	69.5
4.53 NONPRINTED MATERIALS	\$68,104.00	\$2,929.37	\$71,033.37	\$3,403.41	\$26,849.57	\$44,183.80	37.8
Subtotal	\$236,344.00	\$6,755.00	\$243,099.00	\$31,884.75	\$97,918.40	\$145,180.60	40.3
Grand Total	\$1,663,003.00	\$58,032.28	\$1,721,035.28	\$130,346.23	\$704,274.10	\$1,016,761.18	40.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
3/18/2005	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIBUT.- INS.	\$1,193.58	COBRA Reimbursement-K.Woods (Jan-Feb-Mar'05)
1/3/2005	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	\$40.74	Encumbered from 2004 per Bd. Approval 12/27/04
2/25/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$170.00	Spanish Grant Reimbursement A/P #159 Veronica Rodriguez
3/14/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$6,800.00	LIRF Reimbursement-Prof.Lib.Lift Movers, A/P #242
5/10/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$209.00	Reimbursement-Troyer A/P #437
5/3/2005	100 OPERATING FUND	3.22 POSTAGE	\$3.00	Overpayment on PO Box Rental A/P #240
2/25/2005	100 OPERATING FUND	3.23 MILEAGE	\$125.96	Spanish Grant Reimbursement A/P #146 Sandra Gersbach
3/10/2005	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$34,965.00	LIRF Reimbursement- C.P. Quality Floors, A/P #187
3/10/2005	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$7,770.00	LIRF Reimbursement-C.P. Quality Floors, A/P #187
1/3/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$3,365.85	Encumbered from 2004 per Bd. Approval 12/27/04
4/1/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$50.00	Rebate of EPSON Printer, Amazon.com A/P #2
5/1/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$74.98	Reimbursement-Prof. Lib. Movers for Amazon.com A/P 370
2/25/2005	100 OPERATING FUND	4.51 BOOKS	\$334.80	Spanish Grant Reimbursement A/P #133 OCLC
1/3/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$2,881.45	Encumbered from 2004 per Bd. Approval 12/27/04
2/25/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$47.92	Spanish Grant Reimbursement A/P #133 OCLC
1/3/2005	130 LIRF FUND	3.14 OTHER PROFESSIONAL SERVICES	\$6,800.00	Encumbered from 2004 per Bd. Approval 12/27/04
1/3/2005	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$42,735.00	Encumbered from 2004 per Bd. Approval 12/27/04
1/11/2005	160 CAPITAL PROJECTS FUND	4.2 BUILDINGS	(\$26,487.00)	Per DLGF 2005 Budget Order
4/13/2005	180 CONSTRUCTION FUND	3.51 GAS	\$6,352.40	Gough reimbursement NIPSCO A/P #282
2/16/2005	180 CONSTRUCTION FUND	3.52 ELECTRICITY	\$14,524.00	Refundable Deposit Ret'd, NIPSCO, A/P #1
4/13/2005	180 CONSTRUCTION FUND	3.52 ELECTRICITY	\$425.45	Gough reimbursement NIPSCO A/P #282

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$58,775.21
130	\$49,535.00
160	(\$26,487.00)
180	\$21,301.85

Voucher List**Jasper County Public Library****Report Date: From 5/1/2005 To 5/31/2005**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
23971	382	A&D BUILDERS, INC.	5/9/2005	Concrete Pad & new Flashing-DeM. Lib. Ch. Emergency Exit	\$1,100.00
23972	383	A.E. BOYCE CO., INC.	5/9/2005	Laser Payroll & A/P Checks	\$656.17
23973	384	AARON'S LAWN CARE	5/9/2005	Spring Cleanup, Mulch, April Mowing-D&R Lib.	\$1,535.00
23974	385	ACE HARDWARE	5/9/2005	Mounting Squares, Thinner Lacquer, Sprayer-DeM. Lib.	\$11.85
23975	386	ALCO DISCOUNT STORE #290	5/9/2005	Posterboard, Foam Bd., stacks, labeler tape, stickers, Ch. Prog. Supplies-DeM. Lib	\$50.56
23976	387	BAKER & TAYLOR	5/9/2005	Books, Continuations, AV, Spanish Gr. Books	\$7,297.57
23977	388	BAKER & TAYLOR ENTERTAIN	5/9/2005	Entertainment Videos	\$677.45
23978	389	BARNES & NOBLE	5/9/2005	Ch. Books, Summer Rdg. Prizes, Books on Tape	\$135.59
23979	390	BIG KIDS PRODUCTIONS, INC	5/9/2005	Ch. books on CD, Books on Tape	\$150.50
23980	391	CAPITAL ONE, F.S.B.	5/9/2005	CD-ROMS, Summer Rdg. Prizes, Ch. Counterparts Expenses, DVDs	\$201.38
23981	392	CAPSTONE PRESS	5/9/2005	Ch. Books	\$871.10
23982	393	CHARLOTTE FAGEN	5/9/2005	Tri-Fold Foam Bd.-DeM.Ch. Dept	\$4.96
23983	394	CHILD'S WORLD	5/9/2005	Ch. Book	\$664.95
23984	395	CULLIGAN	5/9/2005	Wh. Water Cooler Rental-May 2005	\$9.95
23985	396	DANIEL RAYNOR	5/9/2005	Wizard of Oz Programs-Dem. & Rens. 6/7/05	\$550.00
23986	397	DAVIDSON TITLES INC.	5/9/2005	Ch & YA Books	\$5,028.13
23987	398	DEMCO	5/9/2005	Book Pockets, Video Cases, Audiocassette Albums, Bk. Jackets	\$557.45
23988	399	DELL MARKETING L.P.	5/9/2005	Mobile Laptop Transport Case	\$588.20
23989	400	DIANA KOOY	5/9/2005	Mgmt Institute Expenses	\$8.66
24032	401	EVA SUBSCRIPTION SERVICE	5/9/2005	Annual Mag. Subscriptions	\$13,050.83
23991	402	FASE'S WATER TREATMENT	5/9/2005	10 Redout-DeM. Lib.	\$102.50
23992	403	GA FOODS GROUP	5/9/2005	Staff Dev. Day, Rens. Adult Program Supplies/Expenses	\$25.77
23993	404	GAIL JUNG	5/9/2005	Dem. Petty Cash-Chess Prog Supply, Lettering, Xmas Prog. Exp, Keys, Paint Supply	\$25.87
23994	405	HERITAGE OFFICE PRODUCT	5/9/2005	Name Badge, Silver Markers, Corr. Fluid	\$20.22
23995	406	HIGHSMITH CO. INC.	5/9/2005	Laminate Film, Bookmarks, Posters, Summer Rdg. Supplies, Bookbags	\$166.21
23996	407	HSBC BUSINESS SOLUTIONS	5/9/2005	Best Buy purchases-CDs, DVDs, CD-ROMs-DeM.	\$310.82
23997	408	INCOLSA	5/9/2005	ProQuest Online Ancestry Plus Library Edition, 6/05-06.	\$1,161.00
23998	409	INGRAM	5/9/2005	Paperback books	\$36.62
23999	410	INSPIRATIONAL DISTRIBUTOR	5/9/2005	Christian Books	\$45.76
24000	411	KEM'S TRUSTWORTHY HARD	5/9/2005	Wireless Door bell-Rens. Lib.	\$17.79
24001	412	KIM DELGER	5/9/2005	Anniversary Celebration Supplies-R. Carr	\$25.83
24002	413	LIBRARY STORE, INC.	5/9/2005	Be Kind, Rewind Labels	\$10.90
24003	414	LIBRARY VIDEO COMPANY	5/9/2005	CD-ROMS, DVD	\$169.85
24004	415	LIVE OAK MEDIA	5/9/2005	Bilingual Audio CD	\$40.24
24005	416	HR SPECIALIST	5/9/2005	1 yr. Subscription 5/1/05-4/30/06-(Bus. Mgr)	\$97.00
24006	417	LYNN DAUGHERTY	5/9/2005	Milroy Will-Certified Copy, NILBA Dinner Mtg Reservations, Mileage	\$153.07
24007	418	MARY HERZ	5/9/2005	Mileage-Spanish Newspaper delivery; poster/handout outreach	\$21.46
24008	419	NANETTE SPEACHT	5/9/2005	Postage-Basic Literacy packets	\$7.20
24009	420	NADSC	5/9/2005	NADA Official Used Car Guide-1 yr. subsc. 6/05-06	\$168.00
24010	421	NORTHWESTERN INDIANA TE	5/9/2005	Local Phone Service-May 2005-DeM.	\$140.00
24011	422	PATRICK R. OATIS	5/9/2005	Sign Language Program, Rens. Lib., 3/23-4/27/05.	\$270.00
24012	423	PATTY STRINGFELLOW	5/9/2005	Mileage-Budget Wkshp, Lead-In, Learning Network Mtg., Bd. Mtg, Parking, & Mtg. Expenses	\$215.92

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
24013	424	PRECISION CONTROL SYSTE	5/9/2005	Spring 2005 Qtly Preventive Mtnce-D&R	\$1,305.00
24014	425	PROQUEST INFORMATION & L	5/9/2005	Rens. Republican Microfiche (9/04-12/31/04)	\$84.29
24015	426	QUILL CORPORATION	5/9/2005	Labels, Corr. Tape, Toner, Inkjet Cartridges, Copy Paper, Highlighters, Tape, Self-Stick Notes, PaperClips, Legal Pads, Anti-Glare Monitor Filter, etc.	\$605.07
24016	427	RECORDED BOOKS, LLC	5/9/2005	Books on Tape, Processing Mat'ls (CD Sleeves/Albums)	\$577.00
24017	428	ROURKE PUBLISHING GROUP	5/9/2005	Ch. Books	\$582.40
24018	429	SCHOLASTIC LIBRARY PUBLIS	5/9/2005	Continuations-Enchantment of the World Series	\$136.50
24019	430	SECURITY COURIERS CORP.	5/9/2005	Transport Service b/w Branches, 4/1-4/22/05	\$1,214.10
24020	431	SUDANCO AFFORDABLE ALTE	5/9/2005	Labels-2 Day Loan/\$1 Fine	\$12.45
24021	432	SUNRISE PACKAGING INC.	5/9/2005	DVD Albums (Processing Supply)	\$162.32
24022	433	THE TIMES	5/9/2005	Newspaper Subsc. 5/30/05-5/29/06, Wheatfield Library	\$221.00
24023	434	THOMSON GALE	5/9/2005	Continuations-Something About Author	\$140.15
24024	435	TOWN OF DEMOTTE	5/9/2005	Sewer Services- March 2005 @ DeM. Lib.	\$64.60
24025	436	TOWN OF WHEATFIELD SEW	5/9/2005	Sewer Services @ Wh. Lib., May 2005	\$41.05
24026	437	TROYER GROUP, INC.	5/9/2005	DeM. Carpet Replacement Prof. Services	\$209.00
113	438	JASPER COUNTY PUBLIC LIBR	5/9/2005	Reimburse Operating Fund for Troyer Services for DeM. Carpet Project.	\$209.00
24027	439	UNIQUE MANAGEMENT SERVI	5/9/2005	Collections-Initial & Secondary Placements-March 2005	\$320.23
24028	440	VERONICA RODRIGUEZ	5/9/2005	Speaker's Fee-Spanish Panel participant, 4/22/05	\$75.00
24029	441	WAL-MART COMMUNITY BRC	5/9/2005	CDs, DVDs, Videos, book, Staff Development Day/Marketing Supply, Clock, Mtg Rm. Supply, Spill Kit refills	\$175.39
24030	442	WEBBALANCED TECHNOLOGI	5/9/2005	2nd Qtr. Internet Filtering Service Fee	\$360.00
24031	443	WORKER TRAINING FUND	5/9/2005	Training Assessment-2005	\$259.64
150056	444	BRODART CO.	5/9/2005	Slatwall Shelf	\$6.28
150057	445	DELL MARKETING L.P.	5/9/2005	9-Mobile Lab Dell Pentium 4 Computers, Monitors, etc.; 9 Dell Pentium CPUs	\$25,647.71
150058	446	GAYLORD BROS.	5/9/2005	1,000 CD Cases - Wh. Lib. Project	\$700.00
150059	447	JAN WAY COMPANY	5/9/2005	Hanging Media Bags-Wh. Lib. Project	\$440.77
150060	448	JASPER COUNTY PUBLIC LIBR	5/9/2005	April 2005 Equipment Retainage (LEE Co.)	\$2,120.70
150061	449	LEE COMPANY, INC.	5/9/2005	Equipment per attached per contract.	\$19,086.30
150062	450	SUNRISE PACKAGING INC.	5/9/2005	DVD Albums - Wh. Bldg. Proj Processing supply	\$202.95
150063	451	TROYER GROUP, INC.	5/9/2005	Architectural Services-Wh. Bldg. Project - March 2005	\$3,899.00
150064	452	WAL-MART COMMUNITY BRC	5/9/2005	Paper Towel Roll Holders-Wh. Bldg. Proj.	\$20.96
150065	453	GOUGH, INC.	5/9/2005	Black Dirt, Asphalt, Irrigation System, Landscaping, Countertops, display cases, finishing work, flooring, ceiling tiles, tackboards, partition, air balance, light fixtures, cabinetry	\$219,700.00
0	454	PAYROLL	5/10/2005	PAYROLL	\$35,557.62
24033	455	ANTHEM BLUE CROSS AND B	5/10/2005	Health Insurance May '05	\$7,438.50
24034	456	GREAT-WEST RETIREMENT S	5/10/2005	Deferred Comp. Plan Withheld from 10 May '05 Payroll	\$2,418.42
24035	457	LA-PORTER FEDERAL CREDIT	5/10/2005	Direct Deposit Payroll 10 May '05-Jung, Stringfellow, Molenaar, Davis	\$1,161.61
24036	458	MIDWAYNET.NET	5/10/2005	Wireless Service b/w Rens-DeM. May 2005	\$420.00
24037	459	NIPSCO	5/10/2005	Wheatfield Utilities 4/4/05-5/2/05	\$720.09
24038	460	RENSSELAER REPUBLICAN	5/10/2005	Annual Subscription Demotte 5/31/05	\$110.00
24039	461	VISION SERVICE PLAN- (IN)	5/10/2005	VSP Insurance-May 2005 premium	\$113.92
0	462	INDIANA DEPARTMENT OF RE	5/20/2005	EFT - State & County tax withheld April 2005	\$3,265.98
0	463	IRS USA TAXPAYMENT	5/11/2005	EFT-FICA & Federal Tax withheld 10 MAY 05 Payroll	\$7,982.75
24040	464	SPRINT	5/10/2005	Payphone, Local Phones-Rens & Dataline, May 2005	\$955.06
150066	465	ALLSOURCE TELECOM, LLC	5/11/2005	50% Deposit - DX80 Comdial w/VM Phone System @ Wheatfield Lib, 350 S. Bierma St.	\$2,865.82
0	466	PAYROLL	5/25/2005	PAYROLL	\$34,457.34
24041	467	AFLAC	5/25/2005	June Premium Supplemental Insurance-6 participants	\$219.30
24042	468	AMAZON.COM CREDIT	5/25/2005	Aladdin DVD	\$25.47

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
24043	469	ANTHEM LIFE	5/25/2005	June Premium-25 employees	\$92.43
24044	470	CITY OF RENSSELAER	5/25/2005	Rens. Lib. Utilities-4/8-5/9/05	\$2,451.63
24045	471	GREAT-WEST RETIREMENT S	5/25/2005	Withheld from 25 MAY 05 Payroll-11 participants	\$2,418.42
0	472	IRS USA TAXPAYMENT	5/26/2005	EFT-Federal & FICA Taxes Withheld from 25 MAY 05 Payroll (Ref #00187322)	\$7,696.09
24046	473	LA-PORTER FEDERAL CREDIT	5/25/2005	Withheld from 25 MAY 05 Payroll - Davis, Molenaar, Jung, Stringfellow	\$1,162.20
24047	474	NIPSCO	5/25/2005	DeMotte Lib Utilities-4/8-5/9/05	\$2,834.96
24048	475	SPRINT	5/25/2005	Local Phones-Wh. Library, May 2005	\$138.42
24049	476	SPRINT	5/25/2005	Long Distance Carrier-4/8-5/7/05, D-R-W.	\$44.24
Total Amount of Claims					\$429,511.46

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, June 02, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$429,511.46

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

May 31, 2005

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,785.45	\$15,227.70
DeMotte	\$1,099.12	\$5,444.17		
Rensselaer	\$1,253.75	\$7,151.18		
Wheatfield	\$432.58	\$2,632.35		
PHOTOCOPIES:			\$692.28	\$3,477.62
DeMotte	\$223.21	\$1,245.41		
Rensselaer	\$353.37	\$1,681.72		
Wheatfield	\$115.70	\$550.49		
CARDS:			\$0.00	\$0.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$0.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$298.07	\$3,305.48
Checking/Repurchase/Savings	\$298.07	\$3,305.48		
TAXES:			\$247,484.50	\$247,484.50
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$224,302.50	\$224,302.50		
Local Option/Property Tax Repl.	\$23,182.00	\$23,182.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$344.80	\$54,435.07
Rebates/Refund	\$0.00	\$352.68		
Insurance Claim (COBRA Reimbursements)	\$0.00	\$1,193.58		
Meeting Room Rental	\$50.00	\$100.00		
Interfund Reimbursement	\$209.00	\$49,744.00		
Other Reimbursements	\$82.80	\$172.76		
Other Receipts	\$3.00	\$3.26		
Equipment Sales	\$0.00	\$155.00		
Hispanic Grant Reimbursement	\$0.00	\$2,713.79		
TOTAL OPERATING FUND RECEIPTS.....			\$251,605.10	\$323,930.37
PLAC FUND:			\$0.00	\$28.00
GIFT FUNDS:			\$343.64	\$5,996.49
DeMotte	\$0.00	\$1,458.27		
Rensselaer	\$143.64	\$4,178.22		
Wheatfield	\$200.00	\$360.00		
LIB. IMPROV. RESERVE FUND: Oper.Transfer.....			\$231.40	\$1,981.29
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
CAGIT Spec.Distribution (was in OP Fund)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$2.10	\$39.87
Interest Earned	\$2.10	\$39.87		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:			\$0.00	\$412.88
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$1,241.41	\$45,552.96
Int. Earned(Chkg.,CD's,Escrow)	\$1,241.41	\$24,251.11		
Refund-Utilities	\$0.00	\$21,301.85		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$253,423.65	\$377,941.86

WITHHOLDING ACCOUNT FUNDS:

			\$26,112.71	\$134,966.18
FIT Tax Collected	\$5,409.26	\$28,843.88		
FICA Collected	\$5,134.79	\$26,881.02		
State Tax Collected	\$2,291.82	\$12,002.90		
County Tax Collected	\$598.11	\$3,152.33		
Deferred Comp Plan	\$4,836.84	\$23,849.11		
#125 Pre-tax Plan	\$2,893.93	\$16,368.37		
Life/Health Insurance	\$30.80	\$155.52		
PERF	\$2,593.35	\$13,491.57		
Credit Union	\$2,323.81	\$10,221.48		
TOTAL RECEIPTS - ALL FUNDS.....			\$279,536.36	\$512,908.04

Voucher List**Jasper County Public Library****Report Date: From 6/1/2005 To 6/13/2005**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	477	PAYROLL	6/10/2005	PAYROLL	\$38,391.12
24050	478	ANTHEM BLUE CROSS AND B	6/10/2005	Health Insurance June '05	\$6,891.22
24051	479	COMCAST	6/10/2005	Wireless Communication 5/1/05-6/14/05;Demotte	\$232.26
24052	480	GREAT-WEST RETIREMENT S	6/10/2005	Withheld from 10 JUN 05 Payroll-11 participants	\$2,418.42
0	482	IRS USA TAXPAYMENT	6/13/2005	EFT-Federal & FICA Taxes Withheld from 10 JUN 05 Payroll	\$8,693.27
24053	483	LA-PORTER FEDERAL CREDIT	6/10/2005	Withheld from 10 JUN 05 Payroll - Davis, Molenaar, Jung, Stringfellow	\$1,272.91
24054	484	NORTHWESTERN INDIANA TE	6/10/2005	Local Phone Service-June 2005-DeM.	\$140.00
24055	485	POST TRIBUNE PUBLISHING, I	6/10/2005	Annual Subscription 6/3/05-6/3/06;Wheatfield	\$156.00
24056	486	SPRINT	6/10/2005	Local Phones-Rens & Dataline, June 2005	\$903.93
24057	487	TOWN OF WHEATFIELD SEW	6/10/2005	Sewer Services @ Wh. Lib., JUN 2005	\$41.05
24058	488	VISION SERVICE PLAN- (IN)	6/10/2005	VSP Insurance-June 2005 premium	\$112.64
24059	489	A.R.C. ELECTRO REFINISHER	6/13/2005	Electrostatic Painting of Bathroom Stalls;R & D	\$1,775.00
24060	490	AARON'S LAWN CARE	6/13/2005	May Lawn Mowing & Tree Removal;Ren & Dem	\$415.00
24061	491	ALCO DISCOUNT STORE #290	6/13/2005	Video's & Young Adult Volunteer Supplies-Dem	\$40.44
24062	492	ALLDATA	6/13/2005	Annual Subscription to Alldata	\$1,500.00
24063	493	AUDIO EDITIONS	6/13/2005	Audiobooks	\$294.21
24064	494	AUSTIN BOOK SALES	6/13/2005	Continuations-Opportunities in careers	\$80.02
24065	495	BAKER & TAYLOR	6/13/2005	Books, AY, Continuations, Gift Books, AV, Spanish Grant Material	\$14,174.69
24066	496	BAKER & TAYLOR ENTERTAIN	6/13/2005	Video's & DVD's	\$86.63
24067	497	BETTER CONTAINERS MFG. C	6/13/2005	Love My Library Bags	\$195.05
24068	498	BIERMA HARDWARE, INC.	6/13/2005	Spray Nine Cleaner	\$13.22
24069	499	BUCHER REALTY & AUCTION	6/13/2005	Appraisal Report of Wheatfield Library	\$700.00
24070	500	CAPITAL ONE, F.S.B.	6/13/2005	Office 2003, Books,Labels, Scholastic Books & Mtg. Expenses	\$1,082.80
24071	501	CDW GOVERNMENT, INC	6/13/2005	Ghost Software (18 licenses)	\$301.00
24072	502	CDW GOVERNMENT, INC	6/13/2005	Cable, Flash Drives, Mice, Ghost Software, Shelving	\$164.56
24073	503	CENTRAL STATES SALES CO	6/13/2005	Track/Flood Lights	\$19.56
24074	504	CENTURION TECHNOLOGIES,	6/13/2005	Security Software	\$1,106.06
24075	505	CHARLOTTE FAGEN	6/13/2005	Mileage & Markers for program	\$143.86
24076	506	CHESTER TECHNOLOGIES	6/13/2005	Antivirus, HP Printer, Epson Projector & Case	\$1,917.00
24077	507	CULLIGAN	6/13/2005	Water Cooler Rental, Water-Wh. Lib.	\$55.50
24078	508	DAVIDSON TITLES INC.	6/13/2005	Children's Books	\$789.42
24079	509	DEMCO	6/13/2005	Oak Magazine Wall Display	\$96.09
24080	510	DIANA KOOY	6/13/2005	Mileage & books	\$131.35
24081	511	DIANE OPOLSKI	6/13/2005	Mileage-Bank Deposits	\$9.72
24082	512	GA FOODS GROUP	6/13/2005	Film Discussion Program Supplies-Ren.	\$10.56
24083	513	GAIL JUNG	6/13/2005	Rens. Petty Cash-Batteries, Postage, Archival Gloves, Cards	\$31.37
24084	514	GAIL JUNG	6/13/2005	Mileage-Mgmt. Mtg., Budget Wrkshp., PERF Wrkshp., Phone System	\$119.93
24085	515	GOODWIN FIRE EQUIPMENT, I	6/13/2005	Fire Extinguisher Inspections & Seal	\$18.00
24086	516	GOUGH, INC.	6/13/2005	NIPSCO Utility Bill 5/2/05-6/1/05	\$439.38
24087	517	HERITAGE OFFICE PRODUCT	6/13/2005	Nameplate, Overrun charges, UPS, Ink Refill	\$39.53
24088	518	HEWLETT-PACKARD COMPAN	6/13/2005	Laser Printer, HP Procurve Wireless Access Point & Switch	\$929.00
24089	519	INFORMATION & RECORDS A	6/13/2005	Rens. Microfilm Machine Repair-Thermo Fuse	\$237.00
24090	520	INGRAM	6/13/2005	Books	\$79.85
24091	521	INSPIRATIONAL DISTRIBUTOR	6/13/2005	Books	\$67.32

Printed on Tuesday, June 07, 2005

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
24092	522	INTERMEDIA PUBLISHING	6/13/2005	Immigration Guide	\$18.56
24093	523	JACKIE SAXON	6/13/2005	Mileage-Book Rep.	\$17.82
1034	524	JASPER COUNTY PUBLIC LIBR	6/13/2005	Bank Transfer	\$13,000.00
24094	525	JENNIFER L. EVERS	6/13/2005	Mileage & Management Institute Expense	\$70.39
24095	526	JPMORGAN CHASE BANK	6/13/2005	Bond of 1991 Interest Payment	\$27,580.00
24096	527	KATHRYN WEED	6/13/2005	Mileage-Reference Counterparts	\$29.97
24097	528	KEITH EVANS	6/13/2005	Summer Reading Program 6/14/05-Bubbleologist	\$150.00
24098	529	KIMBO EDUCATIONAL INC.	6/13/2005	Video-Mexico	\$25.45
24099	530	LECTORUM PUBLICATIONS, IN	6/13/2005	Spanish Materials	\$165.42
24100	531	LIBRARY VIDEO COMPANY	6/13/2005	CD-Roms & Spanish AV Material	\$571.70
24101	532	LISA DAVIS	6/13/2005	Laundering of Mascot Costume	\$3.25
24102	533	LIVE OAK MEDIA	6/13/2005	Audiobook	\$20.08
24103	534	MANUFACTURERS' NEWS, IN	6/13/2005	Indiana Manufacturers Directory	\$142.95
24104	535	MARSHALL CAVENDISH CORP	6/13/2005	Books	\$140.13
24105	536	MELODY HOUSE	6/13/2005	Spanish AV Material	\$39.95
24106	537	MIDWAYNET.NET	6/13/2005	Wireless Service b/w Rens-DeM. June 2005	\$420.00
24107	538	NIPSCO	6/13/2005	Wheatfield Utilities 5/2/05-6/1/05	\$712.40
24108	539	NORTH AMERICAN ENTERPRI	6/13/2005	Back Slant & Zig Zag Display Units	\$109.93
24109	540	ORIENTAL TRADING CO., INC	6/13/2005	Summer Reading Program Supplies-Ocean Stampers, Monkey Craft-Rens	\$43.50
24110	541	PATTY STRINGFELLOW	6/13/2005	Mileage & Books	\$87.70
24111	542	PRECISION CONTROL SYSTE	6/13/2005	Installed High Limit Thermostats	\$583.96
24112	543	QUILL CORPORATION	6/13/2005	Copy Paper, Chairmats, Whiteout, Toner, Envelopes, Pens, Indexes	\$475.75
24113	544	RACHAEL CAVINDER	6/13/2005	Mileage-Basic Literacy mtg., Book Rep., mngmnt, YA Counterparts, bank deposit	\$81.81
24114	545	RECORDED BOOKS, LLC	6/13/2005	Audiobooks	\$578.40
24115	546	REGENT BOOK CO., INC.	6/13/2005	BH&G Kitchen & Bath	\$12.97
24116	547	RENEE CARR	6/13/2005	Telephone Calls (Publicity)-2/14/05-5/5/05	\$9.95
24117	548	RENSSELAER REPUBLICAN	6/13/2005	CPF Legal Ads - KV Post & Rens. Republican	\$88.76
24118	549	SANDRA S. GERSBACH	6/13/2005	Mileage-Spanish Grant book deliveries	\$16.20
24119	550	SBC	6/13/2005	Logansport & Southbend-Elkhart Directories	\$191.92
24120	551	SCHNAIBLE SERVICE & SUPPL	6/13/2005	Paper Towels, Trash Liners, T.P., Hand Soap, Multifolds, Silica Sand	\$611.31
24121	552	SCHOLASTIC LIBRARY PUBLIS	6/13/2005	Books	\$1,572.54
24122	553	SECURITY COURIERS CORP.	6/13/2005	Transport Service b/w Branches, 4/29-5/27/05	\$1,501.95
24123	554	SIDE-LINE APPLIANCE, INC.	6/13/2005	Refrigerator Repair-Dem	\$50.00
24124	555	SILLY SAFARI SHOWS, INC.	6/13/2005	Summer Reading Programs 6/28 & 7/6/05	\$810.00
24125	556	SPRINT YELLOW PAGES	6/13/2005	Qty Billing-Jun-Jul-Aug 2005 Yellow Pages	\$230.25
24126	557	THOMSON GALE	6/13/2005	Continuations	\$1,923.16
24127	558	TOWN OF DEMOTTE	6/13/2005	Sewer Services- April 2005 @ DeM. Lib.	\$64.60
24128	559	UNIQUE MANAGEMENT SERVI	6/13/2005	Collections-Initial & Secondary Placements-Apr & May 2005	\$183.69
24129	560	VIKING OFFICE PRODUCTS	6/13/2005	Envelopes, Highlighters, 3.5 Diskettes	\$242.73
24130	561	WAL-MART COMMUNITY BRC	6/13/2005	DVD's, Video's, Rens. Adult & Children's Program Supplies, Summer Reading Prizes, Wipes, Cleaning Supplies	\$1,175.23
24131	562	WHITED APPRAISAL INC.	6/13/2005	Appraisal Wheatfield Library	\$800.00
24132	563	WINDFALL	6/13/2005	Books	\$35.92
150067	564	AGRO KEY	6/13/2005	Used Refrigerator-Wheatfield	\$125.00
150068	565	ALLSOURCE TELECOM, LLC	6/13/2005	50% Completion - DX80 Comdial w/VM Phone System @ Wheatfield Lib, 350 S. Bierma St.	\$2,865.82
150069	566	CAPITAL ONE, F.S.B.	6/13/2005	Refrigerator-Wheatfield Meeting Room	\$250.00
150070	567	CDW GOVERNMENT, INC	6/13/2005	Cable & Shelving	\$537.23
150071	568	CHESTER TECHNOLOGIES	6/13/2005	CISCO Firewall & Maintenance, HP Monitor, Laser Printer, Novell Netware	\$2,415.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
150072	569	DEMCO	6/13/2005	Plastic Slatwall Display	\$3.65
150073	570	GOUGH, INC.	6/13/2005	Sod & Plantings, Automatic Door, Tile, Carpet, Painting, Blinds	\$92,177.00
150074	571	HIGHSMITH CO. INC.	6/13/2005	Fire-suppressant Book Cart & Media Cart	\$3,219.45
150075	572	HEWLETT-PACKARD COMPAN	6/13/2005	HP Procurve Switches and 2 Printers	\$3,969.00
150076	573	JASPER COUNTY PUBLIC LIBR	6/13/2005	May 2005 Equipment Retainage (LEE Co.)	\$7,486.20
150077	574	LEE COMPANY, INC.	6/13/2005	Equipment per attached per contract.	\$67,375.77
150078	575	OFFICE DEPOT	6/13/2005	Magicolor Printer, Platford Truck	\$554.36
150079	576	QUILL CORPORATION	6/13/2005	Chairmats, Key Cabinet, Key Tags	\$327.48
150080	577	STAPLES CREDIT PLAN	6/13/2005	Wastebaskets	\$105.65
150081	578	TROYER GROUP, INC.	6/13/2005	Architectural Services-Wh. Bldg. Project - April 2005	\$6,203.00
24133	579	SPRINT	6/10/2005	June '05 Payphone-Rens. Lib.	\$51.13
24134	580	OHIO CASUALTY GROUP	6/13/2005	Building/Workers Comp Insurance-4/16/05-4/15/06	\$27,813.00
Total Amount of Claims					\$356,384.98

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, June 07, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$356,384.98

Date this 13th day of June, 2005.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
150071	568	CHESTER TECHNOLOGIES	6/13/2005	CISCO Firewall & Maintenance, HP Monitor, Laser Printer, Novell Netware	\$2,415.00
150072	569	DEMCO	6/13/2005	Plastic Slatwall Display	\$3.65
150073	570	GOUGH, INC.	6/13/2005	Sod & Plantings, Automatic Door, Tile, Carpet, Painting, Blinds	\$92,177.00
150074	571	HIGHSMITH CO. INC.	6/13/2005	Fire-suppressant Book Cart & Media Cart	\$3,219.45
150075	572	HEWLETT-PACKARD COMPAN	6/13/2005	HP Procurve Switches and 2 Printers	\$3,969.00
150076	573	JASPER COUNTY PUBLIC LIBR	6/13/2005	May 2005 Equipment Retainage (LEE Co.)	\$7,486.20
150077	574	LEE COMPANY, INC.	6/13/2005	Equipment per attached per contract.	\$67,375.77
150078	575	OFFICE DEPOT	6/13/2005	Magicolor Printer, Platford Truck	\$554.36
150079	576	QUILL CORPORATION	6/13/2005	Chairmats, Key Cabinet, Key Tags	\$327.48
150080	577	STAPLES CREDIT PLAN	6/13/2005	Wastebaskets	\$105.65
150081	578	TROYER GROUP, INC.	6/13/2005	Architectural Services-Wh. Bldg. Project - April 2005	\$6,203.00
24133	579	SPRINT	6/10/2005	June '05 Payphone-Rens. Lib.	\$51.13
24134	580	OHIO CASUALTY GROUP	6/13/2005	Building/Workers Comp Insurance-4/16/05-4/15/06	\$27,813.00
0	581	PAYROLL	6/24/2005	PAYROLL	\$35,666.78
150082	582	A.R.C. ELECTRO REFINISHER	6/24/2005	Electrostatic Shelf Painting @ Wh. Library	\$7,910.10
24135	583	ADAIR PERFORMANCE, INC	6/24/2005	Summer Reading Program-6/21/05 Rens & Dem	\$550.00
24136	584	AFLAC	6/24/2005	July Premium Supplemental Insurance-6 participants	\$219.30
24137	585	ANTHEM LIFE	6/24/2005	July Premium-25 employees	\$84.93
24138	586	GREAT-WEST RETIREMENT S	6/24/2005	Withheld from 24 JUN 05 Payroll-11 participants	\$2,418.42
0	587	IRS USA TAXPAYMENT	6/27/2005	EFT-Federal & FICA Taxes Withheld from 24 JUN 05 Payroll	\$7,901.47
24139	588	LA-PORTER FEDERAL CREDIT	6/24/2005	Withheld from 24 JUN 05 Payroll - Davis, Molenaar, Jung, Stringfellow	\$1,218.86
24140	589	NIPSCO	6/24/2005	Dem Utilities 5/9/05-6/8/05	\$3,749.13
24141	590	POST TRIBUNE PUBLISHING, I	6/24/2005	Annual Subscription Demotte 6/05-6/30/06	\$156.00
24142	591	SPRINT	6/24/2005	Local Telephone Wheat & Dataline	\$560.72
24143	592	SPRINT	6/24/2005	Long Distance Carrier-5/9-6/7/05, D-R-W.	\$115.67
24144	593	ALLIED WASTE SERVICES #71	6/24/2005	Trash Service, 7/1/05-9/30/05-DeMotte Library	\$67.01
24145	594	CITY OF RENSSELAER	6/24/2005	Rens. Library Utilities-5/9-6/10/05	\$2,254.85
24146	595	JASPER COUNTY PUBLIC LIBR	6/24/2005	90-day CD Purchase-BIRF	\$175,000.00
113	596	JASPER COUNTY PUBLIC LIBR	6/24/2005	90-day CD Purchased - LIRF	\$125,000.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$722,148.15

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, June 30, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$722,148.15

Date this 11th day of July, 2005.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

June 30, 2005

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$2,789.31	\$18,017.01
DeMotte	\$1,370.30	\$6,814.47		
Rensselaer	\$1,344.85	\$8,496.03		
Wheatfield	\$74.16	\$2,706.51		
PHOTOCOPIES:			\$601.87	\$4,079.49
DeMotte	\$255.35	\$1,500.76		
Rensselaer	\$338.32	\$2,020.04		
Wheatfield	\$8.20	\$558.69		
CARDS:			\$0.00	\$0.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$0.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$497.72	\$3,803.20
Checking/Repurchase/Savings	\$497.72	\$3,803.20		
TAXES:			\$467,592.97	\$715,077.47
Property Tax	\$420,616.69	\$420,616.69		
License Excise Tax	\$42,061.38	\$42,061.38		
Financial Institution Tax	\$689.00	\$689.00		
CVET(Commercial Vehicle Excise)	\$4,225.90	\$4,225.90		
Local Option/Certified Shares	\$0.00	\$224,302.50		
Local Option/Property Tax Repl.	\$0.00	\$23,182.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$749.93	\$55,185.00
Rebates/Refund	\$0.00	\$352.68		
Insurance Claim (COBRA Reimbursements)	\$0.00	\$1,193.58		
Meeting Room Rental	\$0.00	\$100.00		
Interfund Reimbursement	\$0.00	\$49,744.00		
Other Reimbursements	\$0.00	\$172.76		
Other Receipts	\$7.00	\$10.26		
Equipment Sales	\$0.00	\$155.00		
Hispanic Grant Reimbursement	\$742.93	\$3,456.72		
TOTAL OPERATING FUND RECEIPTS.....			\$472,231.80	\$796,162.17
PLAC FUND:			\$0.00	\$28.00
GIFT FUNDS:			\$93.00	\$6,089.49
DeMotte	\$0.00	\$1,458.27		
Rensselaer	\$35.00	\$4,213.22		
Wheatfield	\$58.00	\$418.00		
LIB. IMPROV. RESERVE FUND: Oper.Transfer.....			\$276.93	\$2,258.22
BOND & INTEREST REDEMPTION FUND:			\$291,891.27	\$291,891.27
Property Tax	\$262,566.80	\$262,566.80		
License Excise Tax	\$26,256.48	\$26,256.48		
Financial Institution Tax	\$430.00	\$430.00		
CVET(Commercial Vehicle Excise)	\$2,637.99	\$2,637.99		
RAINY DAY FUND:			\$0.00	\$0.00
CAGIT Spec.Distribution (was in OP Fund)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$91,631.70	\$91,671.57
Interest Earned	\$2.37	\$42.24		
Property Tax	\$82,423.88	\$82,423.88		
License Excise Tax	\$8,242.34	\$8,242.34		
Financial Institution Tax	\$135.00	\$135.00		
CVET(Commercial Vehicle Excise)	\$828.11	\$828.11		
HOST/HOSPITALITY FUND:			\$0.00	\$412.88
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$1,272.46	\$46,825.42
Int. Earned(Chkg., CD's, Escrow)	\$1,272.46	\$25,523.57		
Refund-Utilities	\$0.00	\$21,301.85		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$857,397.16	\$1,235,339.02

F5

WITHHOLDING ACCOUNT FUNDS:

			\$27,382.77	\$162,348.95
FIT Tax Collected	\$5,713.64	\$34,557.52		
FICA Collected	\$5,440.55	\$32,321.57		
State Tax Collected	\$2,432.45	\$14,435.35		
County Tax Collected	\$640.78	\$3,793.11		
Deferred Comp Plan	\$4,836.84	\$28,685.95		
#125 Pre-tax Plan	\$2,939.78	\$19,308.15		
Life/Health Insurance	\$31.80	\$187.32		
PERF	\$2,855.16	\$16,346.73		
Credit Union	\$2,491.77	\$12,713.25		
TOTAL RECEIPTS - ALL FUNDS.....			\$884,779.93	\$1,397,687.97

JULY

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting

Monday, July 11, 2005, 7:00 PM

Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of June meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Workshop attendance (R 17-R30)
- D. Salary Ordinance (R 7)

General Business

- A. Wheatfield Building Project (R 9-10)
- B. Wheatfield Building Sale (R10, R 13-14)
- C. Rensselaer recarpeting project (R13)
- D. Director Search (R 10)

Information

Action

Discussion

Discussion

Director's Report (R 9 – R 14)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes

Jasper County Public Library Board of Trustees
7:00 PM

June 13, 2005
Wheatfield Library

Present: Anne-Marie Egan, Mark Heinig III, Tim Schultz Jr., Mike Crawford, Joan Floyd, Sue Deardorff, Mari Anne Sayler, Lynn Daugherty, Gail Jung, Diana Kooy and one member of the public.

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items, namely, May 2005 Board Minutes, bills, and financial reports, a minor adjustment to the Audio Visual Equipment Use Policy, no changes to the Video/DVD Policy or Internet Acceptable Use Policy were all unanimously approved on a motion by A-M Egan, seconded by S. Deardorff.

Wheatfield Building Project: Most furniture has been delivered. Everything from old library has been moved over to new building. Grand Opening is scheduled for Saturday, June 25th from 1:00-5:00 PM with a ribbon-cutting ceremony at 1:00 PM. Door prizes, tours, and refreshments will be available. The library will open for business on Monday, June 27th.

Building Sale: The Wheatfield Town Board will be meeting this month to decide whether or not to move forward on acquiring the old Wheatfield Library. If we were to rent out space in building, ISTA would be interested in being a tenant.

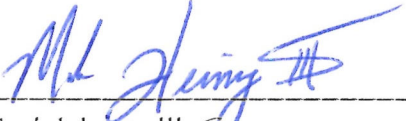
Wheatfield Art Project: A-M Egan volunteered to be on the panel along with Bill Caddell and Gregg Hertzlieb to judge the preliminary art entries and final selections on July 28 and August 26 respectively.

Rensselaer Library Re-carpeting: On a motion by S. Deardorff, seconded by M. Sayler, the board approved spending \$96,624 from LIRF for carpeting and storage furniture/shelving at the Rensselaer Library. Vote was unanimous.

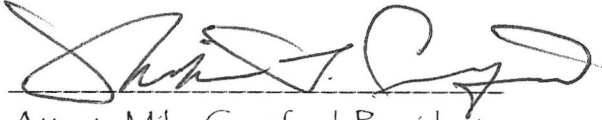
Director Search: The board opted to meet and interview qualified candidates as a unit rather than select a committee for this task. Interviews will take place after the closing date of July 1.

CPF County Council Approval: The library's CPF plan is on the County Council's agenda for June 21 at 7:00 PM. M. Crawford and M. Sayler will attend along with L. Daugherty to request approval.

Adjournment: With no further matters for discussion, the meeting was adjourned at 7:30 PM on a motion by J. Floyd, seconded by M. Heinig. A tour of the facility followed.



Mark Heinig III, Secretary



Attest: Mike Crawford, President

June 2005

DEMOTTE			RENSSELAER			WHEATFIELD			Total Circ.
Added	Withdrew	Circu- lation	Added	Withdrew	Circu- lation	Added	Withdrew	Circu- lation	
Vols.	Vols.		Vols.	Vols.		Vols.	Vols.		

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	58,876	65,124	33,636
Circulation Increase/Decrease	-3.4%	-10.7%	-68.7%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2004	2005	% change
Current month's Circulation	36,851	30,429	-17.4%
Jan. to date circulation	163,332	154,497	-5.4%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month	
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes	
						ADULT BOOKS
14,872	14,837	12,597	12,497	9,167	9,160	Fiction
15,780	15,694	22,123	22,001	8,225	8,231	Nonfiction
						CHILDREN'S BKS
12,070	12,098	13,135	13,159	6,928	6,969	Fiction
9,061	9,146	7,536	7,618	3,990	4,019	Nonfiction
						YA BOOKS
1,774	1,778	2,448	2,462	1,423	1,423	Fiction
609	611	391	385	87	88	Nonfiction
						Magazines,Adult
						Magazines, Child
0	0	140	140	0	0	Games, Toys
1,800	1,810	2,703	2,630	1,775	1,845	Sound Rec/Adult
442	441	459	457	318	336	Sound Rec/Child
25	25	16	16	1	1	Online Databases
299	299	377	376	217	217	Software
0	0					Vertical Files
2,019	2,018	3,244	3,241	1,290	1,290	VHS/DVD
119	119	142	142	57	57	Equipment
58,870	58,876	65,311	65,124	33,478	33,636	TOTAL

CIRCULATION BY HOLDINGS CODE
June 2005

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	1			1
Award Winner JE (DAJE)	116			116
Award Winner JFIC (DAJFIC)	46	1	1	48
Award Winner JNF (DAJNF)	14			14
Award Winner JPFIC (DAJBPF)	8			8
Award Winner YAFIC (DAYAF)	14		1	15
Award Winner YAPFIC (DAYPBF)	6			6
Biography (DBIO)	69	2		71
Books on CD (DBKCD)	92	10	3	105
Books on Tape (DBKT)	91	9		100
Compact Disc (DCD)	702	6	12	720
DVD	1041	5		1046
Equipment (DEQP)	3			3
See librarian (DERR)				0
Express Book (DEXP)	53			53
Fiction (DFIC)	1897	58	18	1973
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	513			513
Juv. Biography (DJBIO)	250	1		251
Juv. Book on CD (DJBKCD)	22			22
Juv. Book on Tape (DJBKT)	285	8		293
Juv. Compact Disc (DJCD)	73			73
Juvenile Easy (DJE)	1984	1	2	1987
Juv. Easy Reader (DJER)	1323			1323
Juv. Fiction (DJFIC)	782	11	2	795
Juv. Holiday books (DJHOL)	34			34
Juv. Magazine (DJMAG)	301			301
Juv. Music Cassette (DJMC)	12			12
Juv. Nonfiction (DJNF)	1582	17	1	1600
Juv. Nonfic Text Bk (DJNFTB)				0
Juv. Paperback fic (DJPBF)	1181	5	1	1187
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	122	7		129
Large Print Nonfic (DLPNF)	6	1		7
Magazine (DMAG)	1117		3	1120
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1215	46	21	1282
Nonfiction VHS (DNFVHS)	106	3		109
Professional Coll. (DPROF)	1			1
Parent Shelf Juv. Fic (DPSJFic)				0
Parent Shelf Juv. NF (DPSJNF)	16			16
Parent Shelf Ref (DPREF)				0
Reference (DREF)	2			2
Ref. Magazine (DRMAG)				0

Reference Software (DRSW)				0
Spanish Collection (DSPA)	40	2		42
Software (DSWAR)	161	1	2	164
Vertical File (DVF)	14			14
VHS	795	2		797
YA Biography (DYAB)	5			5
YA Books on CD (DYABKCD)	27			27
YA Books on Tape (DYABKT)	1			1
YA Fiction (DYAF)	152	1	1	154
YA Nonfiction (DYANF)	42		2	44
YA Paperback Fic (DYAPBF)	307		3	310
Award Winner JBIO (RAJBIO)				0
Award Winner JE (RAJE)		3		3
Award Winner JFIC (RAJFIC)	1	7		8
Award Winner JNF (RAJNF)				0
Award Winner JPFIC (RAJPBF)		1		1
Award Winner YAFIC (RAYAF)				0
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	5	41		46
Books on CD (RBKCD)	3	129		132
Books on Tape (RBKT)	2	139	2	143
Compact Disc (RCD)	14	351	1	366
DVD	14	1755		1769
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		105		105
Fiction (RFIC)	59	1419	9	1487
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		2		2
Internet (RINTER)		1430		1430
Juv. Biography (RJBIO)	3	31		34
Juv. Book on CD (RJBKCD)		14		14
Juv. Book on Tape (RJBKT)	6	106		112
Juv. Compact Disc (RJCD)	3	55		58
Juvenile Easy (RJE)	25	1373		1398
Juv. Easy Reader (RJER)	1	252		253
Juv. Fiction (RJFIC)	24	359	2	385
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		109		109
Juv. Music Cassette (RJMC)		8		8
Juv. Nonfiction (RJNF)	10	806		816
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	23	323	1	347
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	9	85		94
Large Print Nonfic (RLPNF)	4	6		10
Magazine (RMAG)	1	310		311
Music Cassette (RMCAS)				0
Nonfiction (RNFIC)	56	971	8	1035

Nonfiction VHS (RNFVHS)	1	68		69
Professional Coll. (RPRO)	1			1
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		1		1
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	5	121		126
Software (RSWAR)	2	160		162
Vertical File (RVF)		5		5
VHS	4	873		877
YA Biography (RYAB)		3		3
YA Books on CD (RYABKCD)				
YA Books on Tape (RYABKT)		19		19
YA Fiction (RYAF)	18	210		228
YA Nonfiction (RYANF)	2	60		62
YA Paperback Fic (RYAPBF)	21	183		204
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)			1	1
Award Winner JFIC (WAJFIC)	1			1
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	3		11	14
Books on CD (WBKCD)	8	1	44	53
Books on Tape (WBKT)	7		14	21
Compact Disc (WCD)	6	3	3	12
DVD	3		200	203
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			13	13
Fiction (WFIC)	33	11	225	269
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)				0
Juv. Biography (WJBIO)			1	1
Juv. Book on CD (WJBKCD)				0
Juv. Book on Tape (WJBKT)			10	10
Juv. Compact Disc (WJCD)		1		1
Juvenile Easy (WJE)	7	1	329	337
Juv. Easy Reader (WJER)	5		99	104
Juv. Fiction (WJFIC)	7		90	97
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			10	10
Juv. Music Cassette (WJMC)				0
Juv. Nonfiction (WJNF)	2	2	198	202
Juv. Nonfic Text Bk (WJNFTB)				0

Juv. Paperback fic (WJPBF)	5		112	117
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)			3	3
Large Print Nonfic (WLPNF)			1	1
Magazine (WMAG)		1	55	56
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	19	7	178	204
Nonfiction VHS (WNFVHS)			1	1
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			3	3
Software (WSWAR)			53	53
Vertical File (WVF)				0
VHS			102	102
YA Biography (WYAB)			2	2
YA Books on CD (WYABKCD)			1	1
YA Books on Tape (WYABKT)				0
YA Fiction (WYAF)	1		27	28
YA Nonfiction (WYANF)			12	12
YA Paperback Fic (WYAPBF)		1	25	26
TOTAL	17048	12118	1919	31085

**CIRCULATION BY HOLDINGS CODE
MM YY**

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	1	0	0	1
Award Winner JE (AJE)	116	3	1	120
Award Winner JFIC (AJF)	48	8	1	57
Award Winner JNF (AJNF)	14	0	0	14
Award Winner JPFIC (AJPF)	8	1	0	9
Award Winner YAFIC (AYAF)	14	0	1	15
Award Winner YAPFIC (YAYPBF)	6	0	0	6
Biography (BIO)	77	43	11	131
Books on CD (BKCD)	103	140	47	290
Books on Tape (BKT)	100	167	16	283
Compact Disc (CD)	722	360	16	1098
DVD	1058	1760	200	3018
Equipment (EQP)	3	0	0	3
See librarian (ERR)	0	0	0	0
Express Book (EXP)	53	105	13	171
Fiction (FIC)	1989	1488	252	3729
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	2	0	2

Internet (INTR)	513	1430	0	1943
Juv. Biography (JBIO)	253	32	1	286
Juv. Book on CD (JBCD)	22	14	0	36
Juv. Book on Tape (JBKT)	291	114	10	415
Juv. Compact Disc (JCD)	76	56	0	132
Juvenile Easy (JE)	2016	1375	331	3722
Juv. Easy Reader (JER)	1329	252	99	1680
Juv. Fiction (JFIC)	813	370	94	1277
Juv. Holiday (JHOL)	34	0	0	34
Juv. Magazine (JMAG)	301	109	10	420
Juv. Music Cassette (JMC)	12	8	0	20
Juv. Nonfiction (JNF)	1594	825	199	2618
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	1209	328	114	1651
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	131	92	3	226
Large Print Nonfic (LPNF)	10	7	1	18
Magazine (MAG)	1118	311	58	1487
Music Cassette (MCAS)	0	0	0	0
Nonfiction (NFIC)	1290	1024	207	2521
Nonfiction VHS (NFVH)	107	71	1	179
Professional Coll. (PROF)	2	0	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	16	1	0	17
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	26	77	0	103
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	45	123	3	171
Software (SWAR)	163	161	55	379
Vertical File (VF)	14	5	0	19
VHS	799	875	102	1776
YA Biography (YAB)	5	3	2	10
YA Books on CD (YABKCD)	27	0	1	28
YA Books on Tape (YABKT)	1	19	0	20
YA Fiction (YAF)	171	211	28	410
YA Nonfiction (YANF)	44	60	14	118
YA Paperback Fic (YAPBF)	328	184	28	540
				0
Free reads	266	759	102	1127
Games/Puzzles		25		25
Talking books		15		15
Assignment Shelf Books				0
TOTAL	17338	13013	2021	32372

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2439	2444	370	5253
Nonfiction	1450	1274	222	2946

CHILDREN'S BOOKS

Fiction	5539	2337	640	8516
Nonfiction	1912	858	200	2970
YA BOOKS				
Fiction	519	395	57	971
Nonfiction	49	63	16	128
Magazines, Adult	1118	311	58	1487
Magazines, Children	301	109	10	420
Games, Toys	0	27	0	27
Sound Recordings, adult	953	701	80	1734
Sound Recordings, ch	401	192	10	603
Online databases	0	0	0	0
Software	163	161	55	379
Vertical file	14	5	0	19
VHS/DVD	1964	2706	303	4973
Equipment	3	0	0	3
Total	16825	11583	2021	30429
A-V Circulation	3481	3760	448	7689
A-V Circulation as % of total	20.7%	32.5%	22.2%	25.3%

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

June 2005

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	99	21	217	47	40	9	356	77
LOCAL HISTORY								
In person	3	1	10	3		0	13	4
Letters written		0	6	6		0	6	6
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	513	21	1430	60	303	13	2246	94
Computer software used	45	4	90	8	27	2	162	14
VCR Use		0	3	0		0	3	0
Microforms	6	1	19	3		0	25	3
CD ROM/Online databases	140	12	275	23	36	3	451	38
Typewriter use		0		0		0	0	0
Other equipment used	2	1	3	1		0	5	2
OTHER LIBRARY SERVICES USED								
Outreach activities	14	14	31	21		0	45	30
Notarized documents	4	1	2	1		0	6	2
Meeting Room Use (no. of groups)	31	10	17	6		0	48	16
Study room use	28	2	33	3	1	0	62	5
Proctoring		0		0		0		0
Tax Forms distributed		0	8	0		0	8	0
Pull Requests		0		0		0	0	6
INTERLIBRARY LOANS								
Requests made for:	63	16	78	20	0	0	141	35
Items rec'd for:	24	12	77	39	0	0	101	51
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7511	7738	3164	18413
Non-resident, paying	3	9	1	13
PLAC card users	0	2	0	2
Reciprocal borrowers	364	345	34	743
(Hispanic cards issued)				0

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
Programs for all ages	1	6		0		0	1	6
Children's Programs (0-13)	9	54	10	60		0	19	114
Number attending	484		676				1160	
YA Programs (14-17)	4	24	4	24		0	8	48
Number attending	102		83				185	
Adult Programs	1	6	1	6	2	12	4	24
Number attending	37		173		25		235	
Senior Citizen Programs	4	24	3	18		0	7	42
Number attending	21		30				51	
Total Number of Programs	19	114	18	108	2	12	39	234
Total Persons Attending	644		962		25		1631	
Total Attending Same Month Last Yr.	948		785		305		2038	
Total Staff Hours Spent		230		345		39		615
Total Number of In-House Programs	16		17		2		35	
Total Attendance	632		938		25		1595	
Total Number of Outreach Programs	3		1		0		4	
Total Attendance	12		24		0		36	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	10557	60.9%	8027	65.2%	1214	62.9%	19798	62.7%
Corporate	58	0.3%	177	1.4%		0.0%	235	0.7%
Juvenile 0-11	4663	26.9%	1852	15.0%	460	23.8%	6975	22.1%
Nonresident No Fee	71	0.4%	215	1.7%	10	0.5%	296	0.9%
Nonresident Fee		0.0%		0.0%		0.0%	0	0.0%
Reciprocal	323	1.9%	460	3.7%	5	0.3%	788	2.5%
School		0.0%	13	0.1%		0.0%	13	0.0%
St. Joseph College		0.0%	46	0.4%		0.0%	46	0.1%
State Library Card		0.0%		0.0%		0.0%	0	0.0%
Staff	854	4.9%	626	5.1%	166	8.6%	1646	5.2%
Walking books	62		195	1.6%			257	0.8%
YA 12-17	373	2.2%	355	2.9%	36	1.9%	764	2.4%
YA-AV	378	2.2%	343	2.8%	40	2.1%	761	2.4%
Total	17339		12309		1931		31579	
All items borrowed by nonresidents	394	2.3%	734	6.0%	15	0.8%	1143	3.6%

Salary Ordinance
2005
 Update 7/05

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date
Hamel, Theresa	Page	\$5.75/\$5.85	10	R	7/12/2005

Theresa replaces Elizabeth Gray who moved from page to clerk position last month.

We have examined and approved the changes to the 2005 Jasper County Public Library Salary Ordinance. Dated July 11, 2005.

Timothy J. Schults
Susan Deardorff
Quinn Marie Egan
Mike J. Cypriano

M. L. Henry
Jan G. Henry

JCPL FINANCIAL STATEMENT

June 30, 2005

	Beginning 2005 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	\$580,559.27	\$158,914.81	\$863,188.91	\$472,231.80	\$796,162.17	\$513,532.53
Includes Investments of:						
Public Library Access Card Fund	\$26.00	\$0.00	\$54.00	\$0.00	\$28.00	\$0.00
Gift Fund	\$4,067.95	\$570.06	\$3,395.87	\$93.00	\$6,089.49	\$6,761.57
DeMotte	\$495.86	\$0.00	\$1,146.78	\$0.00	\$1,458.27	\$807.35
Rensselaer	\$2,665.70	\$470.60	\$2,077.63	\$35.00	\$4,213.22	\$4,801.29
Wheatfield	\$906.39	\$99.46	\$171.46	\$58.00	\$418.00	\$1,152.93
Library Improvement Reserve Fund	\$200,712.12	\$0.00	\$49,744.00	\$276.93	\$2,258.22	\$153,226.34
Includes Investments of:\$125,000						
Bond & Interest Redemption Fund	\$24,412.51	\$27,580.00	\$27,580.00	\$291,891.27	\$291,891.27	\$288,723.78
Includes Investments of:\$175,000						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,763.00
Transfer from OPER Fund						
Capital Projects Fund	\$2,716.20	\$2,214.26	\$3,633.26	\$91,631.70	\$91,671.57	\$90,754.51
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$412.88	\$0.00	\$412.88	\$0.00
Levy Excess Fund	\$18,864.54	\$0.00	\$0.00	\$0.00	\$0.00	\$18,864.54
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$2,040,731.23	\$188,038.51	\$1,706,621.34	\$1,272.46	\$46,825.42	\$380,935.31
Includes Investments of						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,713.64	\$34,557.52	\$5,713.64	\$34,557.52	\$0.00
FICA Tax Collected	\$0.00	\$5,440.55	\$32,321.57	\$5,440.55	\$32,321.57	\$0.00
State Tax Collected	\$2,281.19	\$2,291.82	\$14,284.09	\$2,432.45	\$14,435.35	\$2,432.45
County Tax Collected	\$599.16	\$598.11	\$3,751.49	\$640.78	\$3,793.11	\$640.78
Deferred Comp.	\$0.00	\$4,836.84	\$28,685.95	\$4,836.84	\$28,685.95	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,939.78	\$19,308.15	\$2,939.78	\$19,308.15	\$0.00
Employee Life Insur.	\$0.00	\$31.80	\$187.32	\$31.80	\$187.32	\$0.00
Employee P.E.R.F.	\$7,678.26	\$0.00	\$15,728.39	\$2,855.16	\$16,346.73	\$8,296.60
Credit Union	\$0.00	\$2,491.77	\$12,713.25	\$2,491.77	\$12,713.25	\$0.00
TOTAL ALL FUNDS.....	\$2,913,621.43	\$401,661.95	\$2,816,167.99	\$884,779.93	\$1,397,687.97	\$1,495,141.41

Bank Balances**Jasper County Public Library***Report as of: 6/30/2005*

<i>Bank</i>		
1	Peoples State Bank	\$783,750.90
2	Demotte State Bank	\$2,018.86
3	Peoples State Bank-LIRF Acct	\$28,226.34
4	PSB-LIRF CD#3004376	\$0.00
5	Cash On Hand	\$210.00
6	Peoples State Bank-Construction Ckg.	\$228,908.41
7	PSB-Lee Co. (Escrow)#0326100	\$9,957.50
8	Nat'l City Bank CD#6335171611	\$300,000.00
9	PSB Const.- (6mon) CD#3004279	\$0.00
10	PSB Const.- (6mon) CD#3004260	\$0.00
11	PSB Const.- (6mon) CD#3004252	\$0.00
12	PSB Const.- (6mon) CD#3004244	\$0.00
13	PSB Const.- (6mon) CD#3004236	\$0.00
14	PSB Const.- (9mon) CD#3004228	\$0.00
15	Peoples State Bank-ESCROW Acct	\$142,069.40
Total all banks =		\$1,495,141.41

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

INVESTMENTS - 2005

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
9/27/2005	6335171611	National City Bank	90 days	\$ 175,000.00	3.25	BIRF	6/29/2005		
9/27/2005	6335171611	National City Bank	90 days	\$ 125,000.00	3.25	LIRF	6/29/2005		

CLOSED INVESTMENTS:

1/20/2005	3004279	Peoples St Bk	183 days	\$150,000.00	1.96	CONST.	7/20/2004	\$	1,482.08
1/20/2005	3004260	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$	2,964.16
1/20/2005	3004252	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$	2,964.16
1/20/2005	3004236	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$	2,964.16
1/20/2005	3004244	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$	2,964.16
2/10/2005	3004376	Peoples St Bk	181 days	\$113,232.48	1.97	LIRF	8/10/2004	\$	1,121.57
4/20/2005	3004228	Peoples St Bk	274 days	\$300,000.00	2.16	CONST.	7/20/2004	\$	4,864.44

\$ 19,324.73

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 6/1/2005 To 6/30/2005

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,454.00	\$0.00	\$54,454.00	\$4,537.86	\$27,139.63	\$27,314.37	49.8
1.12 SALARY OF ASSISTANTS	\$787,808.00	\$0.00	\$787,808.00	\$65,170.05	\$378,179.68	\$409,628.32	48.0
1.13 WAGES OF JANITORS	\$51,967.00	\$0.00	\$51,967.00	\$3,249.99	\$20,793.23	\$31,173.77	40.0
1.21 EMPLOYER'S SHARE-FICA	\$64,481.00	\$0.00	\$64,481.00	\$5,440.55	\$32,321.57	\$32,159.43	50.1
1.22 UNEMPLOYMENT COMPENSATION	\$4,553.00	\$0.00	\$4,553.00	\$0.00	\$3,607.28	\$945.72	79.2
1.23 EMPLOYER'S CONTRIB. - PERF	\$43,525.00	\$0.00	\$43,525.00	\$0.00	\$22,250.88	\$21,274.12	51.1
1.24 EMPLOYER'S CONTRIB. - INS.	\$66,666.00	\$1,193.58	\$67,859.58	\$4,336.51	\$30,309.76	\$37,549.82	44.7
1.31 OTHER PERSONAL SERVICES	\$100.00	\$0.00	\$100.00	\$1,100.00	\$15,700.00	(\$15,600.00)	15700.0
Subtotal	\$1,073,554.00	\$1,193.58	\$1,074,747.58	\$83,834.96	\$530,302.03	\$544,445.55	49.3
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$0.00	\$900.00	\$0.00	\$667.54	\$232.46	74.2
2.12 STATIONERY AND PRINTING	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$9,200.00	\$0.00	\$9,200.00	\$730.68	\$3,838.85	\$5,361.15	41.7
2.21 CLEANING & SANITATION SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$703.32	\$1,585.14	\$2,914.86	35.2
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$129.75	\$1,225.40	\$2,774.60	30.6
2.31 BUILDING MATERIALS & SUPPLIES	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$17.79	\$1,982.21	0.9
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$98.31	\$301.69	24.6
2.41 LIBRARY SUPPLIES	\$11,700.00	\$40.74	\$11,740.74	\$233.76	\$6,418.22	\$5,322.52	54.7
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$58.84	\$141.16	29.4
Subtotal	\$33,550.00	\$40.74	\$33,590.74	\$1,797.51	\$13,910.09	\$19,680.65	41.4
<i>3. Other Services and Charge</i>							
3.13 LEGAL SERVICES	\$2,507.00	\$0.00	\$2,507.00	\$0.00	\$0.00	\$2,507.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,500.00	\$7,179.00	\$12,679.00	\$3,010.00	\$12,128.97	\$550.03	95.7
3.21 TELEPHONE	\$5,800.00	\$0.00	\$5,800.00	\$1,060.87	\$4,208.17	\$1,591.83	72.6
3.22 POSTAGE	\$5,500.00	\$3.00	\$5,503.00	\$27.21	\$1,727.99	\$3,775.01	31.4
3.23 MILEAGE	\$7,500.00	\$314.26	\$7,814.26	\$622.90	\$3,786.44	\$4,027.82	48.5
3.24 PROFESSIONAL MEETINGS	\$7,500.00	\$93.55	\$7,593.55	\$77.83	\$3,612.11	\$3,981.44	47.6
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$204.16	\$1,064.81	\$735.19	59.2
3.26 NETWORKING	\$15,000.00	\$0.00	\$15,000.00	\$1,603.04	\$5,833.16	\$9,166.84	38.9
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$88.76	\$88.76	\$1,411.24	5.9
3.32 OTHER PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.0
3.4 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$40,000.00	\$0.00	\$40,000.00	\$27,813.00	\$29,688.00	\$10,312.00	74.2
3.51 GAS	\$42,000.00	\$0.00	\$42,000.00	\$2,441.80	\$21,864.67	\$20,135.33	52.1
3.52 ELECTRICITY	\$49,000.00	\$0.00	\$49,000.00	\$4,553.71	\$21,639.61	\$27,360.39	44.2
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$109.40	\$509.85	\$490.15	51.0
3.54 WASTE DISPOSAL SERVICES	\$3,200.00	\$0.00	\$3,200.00	\$269.06	\$1,365.24	\$1,834.76	42.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.61 BUILDING & STRUCTURES	\$48,000.00	\$42,735.00	\$90,735.00	\$3,078.96	\$64,843.78	\$25,891.22	71.5
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$9.95	\$127.70	\$172.30	42.6
3.91 DUES	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,730.40	\$69.60	96.1
3.93 TAXES & ASSESSMENTS	\$260.00	\$0.00	\$260.00	\$0.00	\$259.64	\$0.36	99.9
3.94 TRANSFER TO LIRF	\$20,524.00	\$0.00	\$20,524.00	\$0.00	\$0.00	\$20,524.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$58,594.00	\$0.00	\$58,594.00	\$1,706.36	\$19,773.76	\$38,820.24	33.7
Subtotal	\$319,555.00	\$50,324.81	\$369,879.81	\$46,677.01	\$194,453.06	\$175,426.75	52.6
<i>4. Capital Outlays</i>							
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0
4.4 FURNITURE & EQUIPMENT	\$5,940.00	\$3,490.83	\$9,430.83	\$2,334.00	\$6,528.71	\$2,902.12	69.2
4.51 BOOKS	\$139,000.00	\$585.81	\$139,585.81	\$18,916.15	\$70,092.84	\$69,492.97	50.2
4.52 PERIODICALS & NEWSPAPERS	\$22,600.00	\$0.00	\$22,600.00	\$312.00	\$16,009.43	\$6,590.57	70.8
4.53 NONPRINTED MATERIALS	\$68,104.00	\$3,139.44	\$71,243.44	\$5,043.18	\$31,892.75	\$39,350.69	44.8
Subtotal	\$236,344.00	\$7,216.08	\$243,560.08	\$26,605.33	\$124,523.73	\$119,036.35	51.1
Grand Total	\$1,663,003.00	\$58,775.21	\$1,721,778.21	\$158,914.81	\$863,188.91	\$858,589.30	50.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 6/1/2005 To 6/30/2005

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charge</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$30,057.00	\$6,800.00	\$36,857.00	\$0.00	\$14,779.00	\$22,078.00	40.1
3.61 BUILDING & STRUCTURES	\$0.00	\$42,735.00	\$42,735.00	\$0.00	\$34,965.00	\$7,770.00	81.8
Subtotal	\$30,057.00	\$49,535.00	\$79,592.00	\$0.00	\$49,744.00	\$29,848.00	62.5
<i>4. Capital Outlays</i>							
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$104,700.00	\$0.00	\$104,700.00	\$0.00	\$0.00	\$104,700.00	0.0
4.4 FURNITURE & EQUIPMENT	\$6,624.00	\$0.00	\$6,624.00	\$0.00	\$0.00	\$6,624.00	0.0
Subtotal	\$111,324.00		\$111,324.00	\$0.00	\$0.00	\$111,324.00	0.0
Grand Total	\$141,381.00	\$49,535.00	\$190,916.00	\$0.00	\$49,744.00	\$141,172.00	26.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for

160 CAPITAL PROJECTS FUND

Jasper County Public Library

Report Date: From 6/1/2005 To 6/30/2005

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charge</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Subtotal	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	0.0
<i>4. Capital Outlays</i>							
4.2 BUILDINGS	\$150,000.00	(\$26,487.00)	\$123,513.00	\$0.00	\$0.00	\$123,513.00	0.0
4.4 FURNITURE & EQUIPMENT	\$65,000.00	\$0.00	\$65,000.00	\$169.20	\$1,338.20	\$63,661.80	2.1
4.53 NONPRINTED MATERIALS	\$0.00	\$0.00	\$0.00	\$2,045.06	\$2,295.06	(\$2,295.06)	0.0
Subtotal	\$215,000.00	(\$26,487.00)	\$188,513.00	\$2,214.26	\$3,633.26	\$184,879.74	1.9
Grand Total	\$215,000.00	(\$26,487.00)	\$188,513.00	\$2,214.26	\$3,633.26	\$184,879.74	1.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
3/18/2005	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.- INS.	\$1,193.58	COBRA Reimbursement-K.Woods (Jan-Feb-Mar'05)
1/3/2005	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	\$40.74	Encumbered from 2004 per Bd. Approval 12/27/04
2/25/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$170.00	Spanish Grant Reimbursement A/P #159 Veronica Rodriguez
3/14/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$6,800.00	LIRF Reimbursement-Prof.Lib.Lift Movers, A/P #242
5/10/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$209.00	Reimbursement-Troyer A/P #437
5/3/2005	100 OPERATING FUND	3.22 POSTAGE	\$3.00	Overpayment on PO Box Rental A/P #240
2/25/2005	100 OPERATING FUND	3.23 MILEAGE	\$125.96	Spanish Grant Reimbursement A/P #146 Sandra Gersbach
6/17/2005	100 OPERATING FUND	3.23 MILEAGE	\$188.30	Spanish Grant Reimbursement-Sandra Gersbach/Mary Herz
6/17/2005	100 OPERATING FUND	3.24 PROFESSIONAL MEETINGS	\$93.55	Spanish Grant Reimbursement-Veronica Rodriguiz
3/10/2005	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$34,965.00	LIRF Reimbursement- C.P. Quality Floors, A/P #187
3/10/2005	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$7,770.00	LIRF Reimbursement-C.P. Quality Floors, A/P #187
1/3/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$3,365.85	Encumbered from 2004 per Bd. Approval 12/27/04
4/1/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$50.00	Rebate of EPSON Printer, Amazon.com A/P #2
5/1/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$74.98	Reimbursement-Prof. Lib. Movers for Amazon.com A/P 370
2/25/2005	100 OPERATING FUND	4.51 BOOKS	\$334.80	Spanish Grant Reimbursement A/P #133 OCLC
6/17/2005	100 OPERATING FUND	4.51 BOOKS	\$251.01	Spanish Grant Reimbursement-OCLC, B&T
1/3/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$2,881.45	Encumbered from 2004 per Bd. Approval 12/27/04
2/25/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$47.92	Spanish Grant Reimbursement A/P #133 OCLC
6/17/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$210.07	Spanish Grant Reimbursement-B&T, Library Video
1/3/2005	130 LIRF FUND	3.14 OTHER PROFESSIONAL SERVICES	\$6,800.00	Encumbered from 2004 per Bd. Approval 12/27/04
1/3/2005	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$42,735.00	Encumbered from 2004 per Bd. Approval 12/27/04
1/11/2005	160 CAPITAL PROJECTS FUND	4.2 BUILDINGS	(\$26,487.00)	Per DLGF 2005 Budget Order
4/13/2005	180 CONSTRUCTION FUND	3.51 GAS	\$6,352.40	Gough reimbursement NIPSCO A/P #282
2/16/2005	180 CONSTRUCTION FUND	3.52 ELECTRICITY	\$14,524.00	Refundable Deposit Ret'd, NIPSCO, A/P #1
4/13/2005	180 CONSTRUCTION FUND	3.52 ELECTRICITY	\$425.45	Gough reimbursement NIPSCO A/P #282

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$58,775.21
130	\$49,535.00
160	(\$26,487.00)
180	\$21,301.85

Voucher List**Jasper County Public Library****Report Date: From 6/1/2005 To 6/30/2005**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	477	PAYROLL	6/10/2005	PAYROLL	\$38,391.12
24050	478	ANTHEM BLUE CROSS AND B	6/10/2005	Health Insurance June '05	\$6,891.22
24051	479	COMCAST	6/10/2005	Wireless Communication 5/1/05-6/14/05;Demotte	\$232.26
24052	480	GREAT-WEST RETIREMENT S	6/10/2005	Withheld from 10 JUN 05 Payroll-11 participants	\$2,418.42
0	481	INDIANA DEPARTMENT OF RE	6/20/2005	EFT - State & County tax w/held May 2005	\$2,889.93
0	482	IRS USA TAXPAYMENT	6/13/2005	EFT-Federal & FICA Taxes Withheld from 10 JUN 05 Payroll	\$8,693.27
24053	483	LA-PORTER FEDERAL CREDIT	6/10/2005	Withheld from 10 JUN 05 Payroll - Davis, Molenaar, Jung, Stringfellow	\$1,272.91
24054	484	NORTHWESTERN INDIANA TE	6/10/2005	Local Phone Service-June 2005-DeM.	\$140.00
24055	485	POST TRIBUNE PUBLISHING, I	6/10/2005	Annual Subscription 6/3/05-6/3/06;Wheatfield	\$156.00
24056	486	SPRINT	6/10/2005	Local Phones-Rens & Dataline, June 2005	\$903.93
24057	487	TOWN OF WHEATFIELD SEW	6/10/2005	Sewer Services @ Wh. Lib., JUN 2005	\$41.05
24058	488	VISION SERVICE PLAN- (IN)	6/10/2005	VSP Insurance-June 2005 premium	\$112.64
24059	489	A.R.C. ELECTRO REFINISHER	6/13/2005	Electrostatic Painting of Bathroom Stalls;R & D	\$1,775.00
24060	490	AARON'S LAWN CARE	6/13/2005	May Lawn Mowing & Tree Removal;Ren & Dem	\$415.00
24061	491	ALCO DISCOUNT STORE #290	6/13/2005	Video's & Young Adult Volunteer Supplies-Dem	\$40.44
24062	492	ALLDATA	6/13/2005	Annual Subscription to Alldata	\$1,500.00
24063	493	AUDIO EDITIONS	6/13/2005	Audiobooks	\$294.21
24064	494	AUSTIN BOOK SALES	6/13/2005	Continuations-Opportunities in careers	\$80.02
24065	495	BAKER & TAYLOR	6/13/2005	Books, AY, Continuations, Gift Books, AV, Spanish Grant Material	\$14,174.69
24066	496	BAKER & TAYLOR ENTERTAIN	6/13/2005	Video's & DVD's	\$86.63
24067	497	BETTER CONTAINERS MFG. C	6/13/2005	Love My Library Bags	\$195.05
24068	498	BIERMA HARDWARE, INC.	6/13/2005	Spray Nine Cleaner	\$13.22
24069	499	BUCHER REALTY & AUCTION	6/13/2005	Appraisal Report of Wheatfield Library	\$700.00
24070	500	CAPITAL ONE, F.S.B.	6/13/2005	Office 2003, Books,Labels, Scholastic Books & Mtg. Expenses	\$1,082.80
24071	501	CDW GOVERNMENT, INC	6/13/2005	Ghost Software (18 licenses)	\$301.00
24072	502	CDW GOVERNMENT, INC	6/13/2005	Cable, Flash Drives, Mice, Ghost Software, Shelving	\$164.56
24073	503	CENTRAL STATES SALES CO	6/13/2005	Track/Flood Lights	\$19.56
24074	504	CENTURION TECHNOLOGIES,	6/13/2005	Security Software	\$1,106.06
24075	505	CHARLOTTE FAGEN	6/13/2005	Mileage & Markers for program	\$143.86
24076	506	CHESTER TECHNOLOGIES	6/13/2005	Antivirus, HP Printer, Epson Projector & Case	\$1,917.00
24077	507	CULLIGAN	6/13/2005	Water Cooler Rental, Water-Wh. Lib.	\$55.50
24078	508	DAVIDSON TITLES INC.	6/13/2005	Children's Books	\$789.42
24079	509	DEMCO	6/13/2005	Oak Magazine Wall Display	\$96.09
24080	510	DIANA KOOY	6/13/2005	Mileage & books	\$131.35
24081	511	DIANE OPOLSKI	6/13/2005	Mileage-Bank Deposits	\$9.72
24082	512	GA FOODS GROUP	6/13/2005	Film Discussion Program Supplies-Ren.	\$10.56
24083	513	GAIL JUNG	6/13/2005	Rens. Petty Cash-Batteries, Postage, Archival Gloves, Cards	\$31.37
24084	514	GAIL JUNG	6/13/2005	Mileage-Mgmt. Mtg., Budget Wrkshp., PERF Wrkshp., Phone System	\$119.93
24085	515	GOODWIN FIRE EQUIPMENT, I	6/13/2005	Fire Extinguisher Inspections & Seal	\$18.00
24086	516	GOUGH, INC.	6/13/2005	NIPSCO Utility Bill 5/2/05-6/1/05	\$439.38
24087	517	HERITAGE OFFICE PRODUCT	6/13/2005	Nameplate, Overrun charges, UPS, Ink Refill	\$39.53
24088	518	HEWLETT-PACKARD COMPAN	6/13/2005	Laser Printer, HP Procurve Wireless Access Point & Switch	\$929.00
24089	519	INFORMATION & RECORDS A	6/13/2005	Rens. Microfilm Machine Repair-Thermo Fuse	\$237.00
24090	520	INGRAM	6/13/2005	Books	\$79.85

Printed on Thursday, June 30, 2005

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
24091	521	INSPIRATIONAL DISTRIBUTOR	6/13/2005	Books	\$67.31
24092	522	INTERMEDIA PUBLISHING	6/13/2005	Immigration Guide	\$18.56
24093	523	JACKIE SAXON	6/13/2005	Mileage-Book Rep.	\$17.82
1034	524	JASPER COUNTY PUBLIC LIBR	6/13/2005	Bank Transfer	\$13,000.00
24094	525	JENNIFER L. EVERS	6/13/2005	Mileage & Management Institute Expense	\$70.39
24095	526	JPMORGAN CHASE BANK	6/13/2005	Bond of 1991 Interest Payment	\$27,580.00
24096	527	KATHRYN WEED	6/13/2005	Mileage-Reference Counterparts	\$29.97
24097	528	KEITH EVANS	6/13/2005	Summer Reading Program 6/14/05-Bubbleologist	\$150.00
24098	529	KIMBO EDUCATIONAL INC.	6/13/2005	Video-Mexico	\$25.45
24099	530	LECTORUM PUBLICATIONS, IN	6/13/2005	Spanish Materials	\$165.42
24100	531	LIBRARY VIDEO COMPANY	6/13/2005	CD-Roms & Spanish AV Material	\$571.70
24101	532	LISA DAVIS	6/13/2005	Laundering of Mascot Costume	\$3.25
24102	533	LIVE OAK MEDIA	6/13/2005	Audiobook	\$20.08
24103	534	MANUFACTURERS' NEWS, IN	6/13/2005	Indiana Manufacturers Directory	\$142.95
24104	535	MARSHALL CAVENDISH CORP	6/13/2005	Books	\$140.13
24105	536	MELODY HOUSE	6/13/2005	Spanish AV Material	\$39.95
24106	537	MIDWAYNET.NET	6/13/2005	Wireless Service b/w Rens-DeM. June 2005	\$420.00
24107	538	NIPSCO	6/13/2005	Wheatfield Utilities 5/2/05-6/1/05	\$712.40
24108	539	NORTH AMERICAN ENTERPRI	6/13/2005	Back Slant & Zig Zag Display Units	\$109.93
24109	540	ORIENTAL TRADING CO., INC	6/13/2005	Summer Reading Program Supplies-Ocean Stamps, Monkey Craft-Rens	\$43.50
24110	541	PATTY STRINGFELLOW	6/13/2005	Mileage & Books	\$87.70
24111	542	PRECISION CONTROL SYSTEMS	6/13/2005	Installed High Limit Thermostats	\$583.96
24112	543	QUILL CORPORATION	6/13/2005	Copy Paper, Chairmats, Whiteout, Toner, Envelopes, Pens, Indexes	\$475.75
24113	544	RACHAEL CAVINDER	6/13/2005	Mileage-Basic Literacy mtg., Book Rep., mngmnt, YA Counterparts, bank deposit	\$81.81
24114	545	RECORDED BOOKS, LLC	6/13/2005	Audiobooks	\$578.40
24115	546	REGENT BOOK CO., INC.	6/13/2005	BH&G Kitchen & Bath	\$12.97
24116	547	RENEE CARR	6/13/2005	Telephone Calls (Publicity)-2/14/05-5/5/05	\$9.95
24117	548	RENSSELAER REPUBLICAN	6/13/2005	CPF Legal Ads - KV Post & Rens. Republican	\$88.76
24118	549	SANDRA S. GERSBACH	6/13/2005	Mileage-Spanish Grant book deliveries	\$16.20
24119	550	SBC	6/13/2005	Logansport & Southbend-Elkhart Directories	\$191.92
24120	551	SCHNAIBLE SERVICE & SUPPL	6/13/2005	Paper Towels, Trash Liners, T.P., Hand Soap, Multifolds, Silica Sand	\$611.31
24121	552	SCHOLASTIC LIBRARY PUBLIS	6/13/2005	Books	\$1,572.54
24122	553	SECURITY COURIERS CORP.	6/13/2005	Transport Service b/w Branches, 4/29-5/27/05	\$1,501.95
24123	554	SIDE-LINE APPLIANCE, INC.	6/13/2005	Refrigerator Repair-Dem	\$50.00
24124	555	SILLY SAFARI SHOWS, INC.	6/13/2005	Summer Reading Programs 6/28 & 7/6/05	\$810.00
24125	556	SPRINT YELLOW PAGES	6/13/2005	Qtlly Billing-Jun-Jul-Aug 2005 Yellow Pages	\$230.25
24126	557	THOMSON GALE	6/13/2005	Continuations	\$1,923.16
24127	558	TOWN OF DEMOTTE	6/13/2005	Sewer Services- April 2005 @ DeM. Lib.	\$64.60
24128	559	UNIQUE MANAGEMENT SERVI	6/13/2005	Collections-Initial & Secondary Placements-Apr & May 2005	\$183.69
24129	560	VIKING OFFICE PRODUCTS	6/13/2005	Envelopes, Highlighters, 3.5 Diskettes	\$242.73
24130	561	WAL-MART COMMUNITY BRC	6/13/2005	DVD's, Video's, Rens. Adult & Children's Program Supplies, Summer Reading Prizes, Wipes, Cleaning Supplies	\$1,175.23
24131	562	WHITED APPRAISAL INC.	6/13/2005	Appraisal Wheatfield Library	\$800.00
24132	563	WINDFALL	6/13/2005	Books	\$35.92
150067	564	AGRO KEY	6/13/2005	Used Refrigerator-Wheatfield	\$125.00
150068	565	ALLSOURCE TELECOM, LLC	6/13/2005	50% Completion - DX80 Comdial w/VM Phone System @ Wheatfield Lib, 350 S. Bierma St.	\$2,865.82
150069	566	CAPITAL ONE, F.S.B.	6/13/2005	Refrigerator-Wheatfield Meeting Room	\$250.00
150070	567	CDW GOVERNMENT, INC	6/13/2005	Cable & Shelving	\$537.23

Voucher List
Jasper County Public Library

Report Date: From 7/1/2005 To 7/11/2005

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
24147	597	AARON'S LAWN CARE	7/11/2005	Mowing & Yard Cleanup-DeM & Rens. Lib-June 2005	\$675.00
24148	598	ACE HARDWARE	7/11/2005	Potting Soil, Ant/Roach Spray, Garden Gloves-DeM. Lib	\$10.77
24149	599	ALCO DISCOUNT STORE #290	7/11/2005	Bingo Cage, Pitcher, Flower Bulbs-DeM. Lib.	\$11.99
24150	600	ALLSOURCE TELECOM, LLC	7/11/2005	Reprogramming Phone System-Rens. Lib.	\$227.50
24151	601	BARNES & NOBLE	7/11/2005	Books, Audiobooks	\$160.97
24152	602	BAKER & TAYLOR	7/11/2005	Books, Spanish Grant Books, Continuations, AV, Gift Books	\$7,182.35
24153	603	BAKER & TAYLOR ENTERTAIN	7/11/2005	Videos	\$40.11
24154	604	BBC AUDIOBOOKS AMERICA	7/11/2005	Audiobooks	\$40.09
24155	605	BOILER & PRESSURE VESSEL	7/11/2005	Re-Inspection-DeM. Boilers	\$122.00
24156	606	CAMPBELL PRINTING COMPA	7/11/2005	Employee ID Cards	\$26.87
24157	607	CAPITAL ONE, F.S.B.	7/11/2005	Books, Dreamweaver, Craft Supplies, (LISA Conf)Air Travel, Phone Directories, Mtg Expenses	\$717.46
24158	608	CDW GOVERNMENT, INC	7/11/2005	Ghost Software	\$118.62
24159	609	CHESTER TECHNOLOGIES	7/11/2005	Hard Drives, Internet Security Software, Toner Cartridges, HP Procurve Switch	\$4,014.00
24160	610	CENTRAL STATES SALES CO	7/11/2005	Outdoor Flood Lights, LCD Proj Bulbs, Ceiling Spot Bulbs	\$106.14
24161	611	CULLIGAN	7/11/2005	July Water Cooler Rental-Wh. Lib.	\$9.95
24162	612	DAVID LEVI STUDIOS, INC	7/11/2005	Cartoon Demonstrations, Summer Rdg - Wh. Lib. 7/14/05	\$100.00
24163	613	DAVIDSON TITLES INC.	7/11/2005	Books, Children	\$245.55
24164	614	DEMCO	7/11/2005	Polyfit Book Jackets, Norbond Adhesive, Magazine File Boxes, Video Cases	\$578.63
24165	615	DEMOTTE CHAMBER OF COM	7/11/2005	Membership Dues July 2005-2006	\$100.00
24166	616	DIANA KOOY	7/11/2005	Flash Drive, Stapler, Pens	\$10.26
24167	617	DIANE OPOLSKI	7/11/2005	Mileage (AV Trip)	\$20.66
24168	618	EMILY WHITLOW	7/11/2005	Mileage (INCOLSA Workshop)	\$97.20
24169	619	FACTS ON FILE, INC.	7/11/2005	Business Forms, Personal Forms On File	\$317.79
24170	620	FASE'S WATER TREATMENT	7/11/2005	10-Redout, DeM. Lib	\$102.50
24171	621	GAIL JUNG	7/11/2005	Tab Cup Lids, Mileage-Mgmt Mtg, ALA)	\$23.53
24172	622	HERITAGE OFFICE PRODUCT	7/11/2005	NameTags, UPS Postage	\$101.12
24173	623	HIGHSMITH CO. INC.	7/11/2005	Classification Labels- Dinosaurs	\$115.27
24174	624	HP PRODUCTS CORP.	7/11/2005	Gleme Glass Cleaner	\$65.65
24175	625	HSBC BUSINESS SOLUTIONS	7/11/2005	DVDs, CDs, CD-ROMs	\$768.61
24176	626	INCOLSA	7/11/2005	Ancestry Plus CREDIT, Access Science, Workshops-Whitlow (Adv/Décor Your Lib); IMI (Stringfellow, Kooy, Evers)	\$422.67
24177	627	INDIANA DEPT. OF WORKFOR	7/11/2005	2nd Quarter Worker's Comp Pymt, 2005	\$1,261.04
24178	628	INGRAM	7/11/2005	Paperbacks	\$45.13
24179	629	INFO USA MARKETING, INC.	7/11/2005	Indiana Business Directory	\$1,130.00
24180	630	INSPIRATIONAL DISTRIBUTOR	7/11/2005	Christian Books	\$35.53
24181	631	JASPER COUNTY HOSPITAL	7/11/2005	Qtly Water Test -Coliform and Annual Nitrate test-DeM. Water	\$30.00
24182	632	JASPER CO. VETERANS COU	7/11/2005	US & Indiana Flags	\$148.00
24183	633	JENNIFER L.DOUTHIT	7/11/2005	Mileage (Repackaging & Inventory @ WH, OCLC/Worldcat Workshop)	\$123.53
24184	634	KEITH EVANS	7/11/2005	Bubbleogist Program, 7/20/05 @ Wh. Lib. (Summer Rdg)	\$75.00
24185	635	KONE, INC.	7/11/2005	Qtly Elevator Maintenance- July-Sep 2005	\$393.39
24186	636	LAFAYETTE OFFICE MACHINE	7/11/2005	Maintenace Service Contract-May 2005 through April 2006, Rens. Minolta Di351	\$1,016.80
24187	637	LECTORUM PUBLICATIONS, IN	7/11/2005	Spanish Grant Book	\$20.90
24188	638	LIBRARY CORPORATION	7/11/2005	LISA2005 Conference Registration (9/12/05), Douthit	\$100.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
24189	639	MARI ANNE SAYLER	7/11/2005	Mileage-Wh. Board Mtg. 6/13/05	\$17.82
24190	640	MARY E. HERZ	7/11/2005	Mileage - Spanish Newspaper deliveries	\$7.29
24191	641	MARY MOLENAAR	7/11/2005	Mileage - Repackaging/Inventory @ Wh. Lib.	\$53.46
24192	642	NATIONAL AUTO RESEARCH	7/11/2005	BlackBook, Cars of Particular Interest	\$48.00
24193	643	NORTHWESTERN INDIANA TE	7/11/2005	DeMotte Local Telephone/Fax Lines - July 2005	\$139.68
24194	644	OHIO CASUALTY GROUP	7/11/2005	Boiler/Furnace Policy Premium, 4/16/05-4/15/06	\$2,287.23
24195	645	OLLIS BOOK CORPORATION	7/11/2005	Books, Bi-Lingual Spanish Books	\$2,630.95
24196	646	PARENTS ACTION FOR CHILD	7/11/2005	Video Series (Spanish)	\$87.33
24197	647	PATTY STRINGFELLOW	7/11/2005	Mileage (Learning Network Mtg, Mgmt, Programming Mtg)	\$42.12
24198	648	PEGGY WOODS	7/11/2005	Mileage - AV Repackaging @ Wh.	\$26.73
24199	649	POSTMASTER GENERAL	7/11/2005	Postage Stamps: 2000 (37 cent); 60 (23 cent); 60 (45 cent); 60 (83 cent); 15 Postcards	\$834.35
24200	650	PROQUEST INFORMATION & L	7/11/2005	Microfilm-Rens Republican, 1/1-4/30/05	\$78.75
24201	651	PUBLIC EMPLOYEES' RETIRE	7/11/2005	2nd Quarter PERF Payment-25 employees	\$19,512.19
24202	652	QUILL CORPORATION	7/11/2005	Copy Paper, Labels, Tape, Printer Laser Drums, Coffee Café creamer/sugar packets, cups & lids,	\$702.58
24203	653	RECORDED BOOKS, LLC	7/11/2005	Audiobooks, CD Albums	\$905.65
24204	654	REGENT BOOK CO., INC.	7/11/2005	BH&G Decorating-Summer Issue	\$12.97
24205	655	RENSSELAER REPUBLICAN	7/11/2005	JCPL's CPF Notice to Taxpayers Ad (JC Auditor), Rens Rep & KV Post, 6/9/05	\$9.32
24206	656	SBC	7/11/2005	Chicago Consumer Pages & White Pages - Directories	\$404.00
24207	657	SCHNAIBLE SERVICE & SUPPL	7/11/2005	TP, Multi-Fold Hand towels, Foam Soap, Perf. Towels, Trash Liners	\$451.64
24208	658	SCHOLASTIC LIBRARY PUBLIS	7/11/2005	Book	\$11.37
24209	659	SECURITY COURIERS CORP.	7/11/2005	Transport Service b/w branches, 6/3-6/24/05	\$1,140.00
24210	660	SHOWCASES	7/11/2005	DVD Dual Cases	\$64.37
24211	661	STANDARD & POOR'S CORP.	7/11/2005	S&P Outlook & Register, Annual Order	\$1,365.92
24212	662	STATE OF IN/ENERGY GROUP	7/11/2005	2nd Qtr Payment 2005, PFEED Loan	\$2,402.97
24213	663	SUDANCO AFFORDABLE ALTE	7/11/2005	Labels - 7day Loan/\$1 & 2day Loan/\$1	\$38.39
24214	664	SUNRISE PACKAGING INC.	7/11/2005	DVD single albums w/clips	\$419.53
24215	665	TEAM SOFTWARE SOLUTION	7/11/2005	Public Web Browser, v2 Site License, 1 yr.	\$100.00
24216	666	THE LIBRARY CORPORATION	7/11/2005	Dell Server Support & Web Server Support, 8/05-7/06	\$800.00
24217	667	THOMSON GALE	7/11/2005	Something About Author, Newsmaker	\$140.15
24218	668	TRU-GREEN CHEMLAWN	7/11/2005	Annual Crab Apple Protection (apple scab) - DeM. Lib.	\$51.00
24219	669	TYSEN'S COUNTRY GROCERY	7/11/2005	Adult Program & Book Discussion Supplies	\$20.63
24220	670	TYSEN'S FAMILY FOOD CENT	7/11/2005	Coffee Café Supplies, Ch. Chess Program Supplies - Wh. Lib.	\$16.90
24221	671	USA TODAY	7/11/2005	Wh. Lib Newspaper Subsc. 8/12/05-8/11/06	\$134.99
24222	672	VIRGINIA VIS	7/11/2005	Flower, Annuals (Walstra Greenhouse)	\$28.36
24223	673	VISION SERVICE PLAN- (IN)	7/11/2005	July Premium, Vision	\$127.84
24224	674	WAL-MART COMMUNITY BRC	7/11/2005	AV Materials, USB Cables, Mtg. Room Vacuum, headphones, Ch. Craft items, Cleaning Supplies, CD-ROMS	\$815.74
24225	675	WEBBALANCED TECHNOLOGI	7/11/2005	Qtly Internet Filtering Service	\$360.00
24226	676	WICK'S AIR FILTER SERVICE, I	7/11/2005	Pleated Air Handler Filters - Rens/DeM. Lib.	\$295.18
150067	677	AGRO KEY	7/11/2005	Stop Payment - Customer Lost Check, Voiding A/P#564	(\$125.00)
150083	678	AGRO KEY	7/11/2005	Used Refrigerator -Wh. Library less Stop Payment Fee on Ck #150067	\$104.00
150084	679	BRODART CO.	7/11/2005	Slatwall Shelves- Wh. Bldg. Project	\$182.12
150085	680	CAPITAL ONE, F.S.B.	7/11/2005	Wall Clocks, Batteries, Dry Erase Markers, keys, Coffee Makers, Microwave, Mailbox & Numbers	\$409.92
150086	681	CHESTER TECHNOLOGIES	7/11/2005	APC NetShelter Racks-Frame-Hardware-etc. HP Access Points, Proxim Injector	\$1,466.00
150087	682	DEMCO	7/11/2005	Slatwall Book Holders, Restroom Signage, Overhead Cart, Arch Top signs	\$2,373.96
150088	683	GAYLORD BROS.	7/11/2005	Book Trucks-3 - Wh. Bldg. Project	\$1,207.68

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
150089	684	HALLETT & SONS EXPERT MO	7/11/2005	Disassemble, Relocate, reassemble shelving per contract; storage containers and extra labor	\$15,125.00
150090	685	HP PRODUCTS CORP.	7/11/2005	Dust Mop Frame, Dust Mop heads, Sanitary Napkin receptacle/bags, hi-duster - Wh. BLDG Proj.	\$75.76
150091	686	JASPER COUNTY PUBLIC LIBR	7/11/2005	Lee Escrow Retainage-June 2005	\$2,414.30
0	687	JASPER COUNTY PUBLIC LIBR	7/11/2005	Bank Debit-Stop Payment (AgroKey Check #150067	\$21.00
150092	688	KATHRYN WEED	7/11/2005	Coffee Urn - Wh. BLDG Project (Coffee Café)	\$7.00
150093	689	LEE COMPANY, INC.	7/11/2005	Chairs, Listening Station, Gondolas, Table	\$21,728.70
150094	690	QUILL CORPORATION	7/11/2005	Hanging File Folders, Manila Folders- WH. CONSTR. Proj.	\$35.46
150095	691	TROYER GROUP, INC.	7/11/2005	Architect Building Fees-Final Pymt; Architect-Furnishings Prof. Services	\$2,283.00
150096	692	WAL-MART COMMUNITY BRC	7/11/2005	Kids Games/Toys-WH. BLDG. Proj	\$43.88
0	693	PAYROLL	7/8/2005	PAYROLL	\$36,256.92
24227	694	ANTHEM BLUE CROSS AND B	7/8/2005	Health Insurance July '05	\$8,220.30
24228	695	COMCAST	7/8/2005	Wireless Communication 6/15/05-7/14/05; Demotte	\$160.00
24229	696	GREAT-WEST RETIREMENT S	7/8/2005	Withheld from 8 JUL 05 Payroll-11 participants	\$2,418.42
24230	697	JPMORGAN CHASE BANK	7/8/2005	Obligation Bond of 2004	\$110,630.00
24231	698	KANKAKEE VALLEY POST NE	7/8/2005	Annual Subscription Wheat to 7/1/06	\$45.00
24232	699	LA-PORTER FEDERAL CREDIT	7/8/2005	Withheld from 8 JUL 05 Payroll - Davis, Molenaar, Jung, Stringfellow	\$1,216.38
24233	700	NIPSCO	7/8/2005	Wheatfield Utilities 6/1/05-7/1/05	\$800.67
24234	701	SPRINT	7/8/2005	Local Phone Service-Rens JUL '05	\$377.23
0	702	IRS USA TAXPAYMENT	7/11/2005	EFT-Federal & FICA Taxes Withheld from 8 JUL 05 Payroll	\$7,928.17
150097	704	PROFESSIONAL LIBRARY LIFT	7/11/2005	6 ranges of Wheatfield shelves moved	\$900.00
24235	705	NIPSCO	7/8/2005	Wheatfield Utilities 6/1/05-7/5/05 (350 S Bierma St.)	\$1,851.58
24236	706	SPRINT	7/11/2005	Data Line and Payphone - July 2005	\$572.13
24237	707	TOWN OF WHEATFIELD SEW	7/11/2005	Sewer Service - Both Wheatfield Libraries, July 2005	\$74.30
24238	708	TOWN OF DEMOTTE	7/11/2005	DeMotte Lib. Sewer Service- May 2005	\$64.60
Total Amount of Claims					\$276,366.46

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, July 11, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$276,366.46

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Printed on Monday, July 11, 2005

Page 3 of 3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

AUG.

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting
Monday, August 8, 2005, 7:00 PM
Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of July meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Review of Bulletin Board and Art Exhibit Policy (R 22)
- D. Salary Ordinance (R 7)
- E. Nonresident borrowing fee: \$60 (R 22)

General Business

- | | |
|------------------------------------|------------|
| A. Gough Escrow funds (R 21-22) | Action |
| B. Budget 2006 (R 23, R 9 – R 19) | Action |
| C. INCOLSA Board Appointment (R24) | Action |
| D. Director Search (R 10) | Discussion |
| E. Wheatfield Building Sale (R 24) | Action |

Director's Report (R 9 – R 14)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes

Jasper County Public Library Board of Trustees
7:00 PM

July 11, 2005
Rensselaer Library

Present: Anne-Marie Egan, Mark Heinig III, Tim Schultz Jr., Mike Crawford, Joan Floyd, Sue Deardorff, Lynn Daugherty, Gail Jung, & Patty Stringfellow.

Absent: Mari Anne Sayler

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items, namely, June 2005 Board Minutes, bills, and financial reports, Workshop attendance, and updated salary ordinance, were all unanimously approved on a motion by A-M Egan, seconded by S. Deardorff.

Wheatfield Building Project: There are a few minor problems still lingering. Sprinkler heads have been capped leading to retention areas, however, there is still some water standing. Because of this issue and safety concerns, we have asked Lana Zimmer to explore the possibilities of making it into a wetland and suggest plants for these areas. Rust marks are appearing in areas where sprinklers are hitting building. Sprinklers will be regulated or adjusted so water does not come in contact with the building.

It was found that several shelving units were incorrectly spaced. The library will split the \$900 fee with Lee Company for Professional Lift Movers to correct the distance between these shelving sections. We will also change the magazine shelving to create a more aesthetic look.

Wheatfield Building Sale: On a motion by M. Heinig, seconded by A-M Egan, the board approved a resolution to sell the Wheatfield Library at 170 S. Grace Street, Wheatfield, Indiana under provisions of IC 36-1-11 which covers the sale of real property to governmental and non-profit entities, at a cash price not below the full appraised value of \$226,900. Vote was unanimous.

Three parties have expressed an interest in purchasing the old library. Sorrowful Mother Church made an offer which was below the appraised value. The Town of Wheatfield's Sewer Department has made an offer of \$226,900 with an acceptance deadline of July 15, 2005. The Town wants to take immediate possession after the closing. The KV School

Corporation per the superintendent indicated the school board would be discussing whether to make an offer. A special meeting would be needed to receive their offer and any change in the offer of the Town. S. Deardorff moved, seconded by M. Heinig, to accept the Town of Wheatfield's Sewer Department offer of \$226,900. Motion passed with J. Floyd voting against the motion.

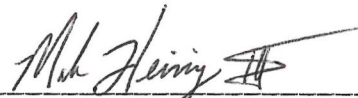
Rensselaer Carpet Project: P. Stringfellow presented carpet and tile samples from Crown Point Quality Flooring. The board gave their nod of approval to proceed with specifications and offer for bids.

Director Search: Our job ad for a director ended July 1. It did generate several applications of which three had passed the preliminary screening. After some discussion and review of the applications, it was decided to interview only one applicant. The full board will conduct the interview in Executive Session at the August 8th Board Meeting. Board members will have the opportunity to select interview questions from a list provided prior to the interview.

Equipment Sale: We will ask the attorney who will draw up the contract for sale of property to allow the library enough time (30-45 days) after closing date to hold the equipment sale and vacate the building. We will give the Town of Wheatfield the opportunity to purchase any equipment in the building prior to the auction. On a motion by S. Deardorff the board authorized the board president to sign the building sale contract and authorized L. Daugherty to enlist the services of an auctioneer as soon as possible. M. Heinig seconded the motion. Motion passed.

Budget Committee (T. Schultz, M. Heinig, A-M Egan): Will meet at 3:00 PM on July 25th at Rensselaer Library to review the preliminary budgets and make recommendations.

Adjournment: With no further matters for discussion, the meeting was adjourned at 8:00 PM on a motion by J. Floyd, seconded by M. Heinig.


Mark Heinig III, Secretary


Attest: Mike Crawford, President

July 2005

DEMOTTE			RENSSELAER			WHEATFIELD			Total Circ.
Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	59,128	65,194	33,636
Circulation Increase/Decrease	-16.9%	-9.7%	32.4%
XX			XXXXXXXXXX
MONTHLY SYSTEM STATISTICS	2004	2005	% change
Current month's Circulation	27,039	25,593	-5.3%
Jan. to date circulation	190,371	180,090	-5.4%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
				ADULT BOOKS	
14,837	14,908	12,497	12,458	8,952	9,160 Fiction
15,694	15,677	22,001	22,032	8,451	8,231 Nonfiction
				CHILDREN'S BKS	
12,098	12,175	13,159	13,253	6,732	6,969 Fiction
9,146	9,188	7,618	7,664	3,885	4,019 Nonfiction
				YA BOOKS	
1,778	1,799	2,462	2,489	1,376	1,423 Fiction
611	617	385	288	80	88 Nonfiction
				0 Magazines,Adult	
				0 Magazines, Child	
0	0	140	140	0	0 Games, Toys
1,810	1,820	2,630	2,638	1,712	1,845 Sound Rec/Adult
441	446	446	457	302	336 Sound Rec/Child
25	25	16	16	-2,000	1 Online Databases
299	301	371	376	215	217 Software
0	0				0 Vertical Files
2,018	2,053	3,278	3,241	1,222	1,290 VHS/DVD
119	119	142	142	57	57 Equipment
58,876	59,128	65,145	65,194	30,984	33,636 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

July 2005

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	123	27	180	39	184	40	487	106
LOCAL HISTORY								
In person	2	1	11	3		0	13	4
Letters written	5	5	5	5		0	10	10
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	410	17	1300	54	1226	51	2936	122
Computer software used	47	4	44	4	118	10	209	17
VCR Use		0	1	0		0	1	0
Microforms		0	29	4		0	29	4
CD ROM/Online databases	104	9	330	28	48	4	482	40
Typewriter use	1	0		0	1	0	2	0
Other equipment used		0	4	1		0	4	1
OTHER LIBRARY SERVICES USED								
Outreach activities	8	8	9	6		0	17	11
Notarized documents	6	2	1	0	2	1	9	2
Meeting Room Use (no. of groups)	25	8	11	4	14	5	50	17
Study room use	17	1	27	2	9	1	53	4
Proctoring		0		0		0		0
Tax Forms distributed		0	13	0		0	13	0
Pull Requests		0		0		0	0	18
INTERLIBRARY LOANS								
Requests made for:	84	21	88	22	23	6	195	49
Items rec'd for:	96	48	58	29	5	3	159	80
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7567	7794	3233	18594
Non-resident, paying	3	9	1	13
PLAC card users	0	2	0	2
Reciprocal borrowers	368	351	37	756
(Hispanic cards issued)				0

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
Programs for all ages		0	3	18		0	3	18
Children's Programs (0-13)	1	6	5	30	12	72	18	108
Number attending	99		80		254		433	
YA Programs (14-17)		0	0	0	4	24	4	24
Number attending	6		12		33		51	
Adult Programs		0	1	6	0	0	1	6
Number attending			32		38		70	
Senior Citizen Programs	5	30	2	12	1	6	8	48
Number attending	40		47		7		94	
Total Number of Programs	6	36	11	66	17	102	34	204
Total Persons Attending	145		171		332		648	
Total Attending Same Month Last Yr.	232		266		0		498	
Total Staff Hours Spent		186		267		221		690
		137		267		78		
Total Number of In-House Programs	3		9		16		28	
Total Attendance	133		128		322		583	
Total Number of Outreach Programs	3		2		0		5	
Total Attendance	12		43		0		55	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items	% of	Items	% of	Items	% of	Items	% of
	Loaned	Total	Loaned	Total	Loaned	Total	Loaned	Total
Adult	6830	69.3%	7616	69.5%	4652	73.8%	19098	70.4%
Corporate	72	0.7%	102	0.9%	2	0.0%	176	0.6%
Juvenile 0-11	1260	12.8%	1040	9.5%	1059	16.8%	3359	12.4%
Nonresident No Fee	46	0.5%	275	2.5%	75	1.2%	396	1.5%
Nonresident Fee		0.0%		0.0%		0.0%	0	0.0%
Reciprocal	323	3.3%	327	3.0%	22	0.3%	672	2.5%
School	3	0.0%	7	0.1%		0.0%	10	0.0%
St. Joseph College		0.0%	37	0.3%		0.0%	37	0.1%
State Library Card		0.0%		0.0%		0.0%	0	0.0%
Staff	706	7.2%	601	5.5%	302	4.8%	1609	5.9%
Walking books	63		194	1.8%	31		288	1.1%
YA 12-17	213	2.2%	473	4.3%	69	1.1%	755	2.7%
YA-AV	339	3.4%	289	2.6%	95	1.5%	723	2.7%
Total	9855		10961		6307		27123	
All items borrowed by nonresidents	372	3.8%	646	5.9%	97	1.5%	1115	4.1%

CIRCULATION BY HOLDINGS CODE
July 2005

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)				0
Award Winner JE (DAJE)	7			7
Award Winner JFIC (DAJFIC)	12			12
Award Winner JNF (DAJNF)	2			2
Award Winner JPFIC (DAJBPF)	2			2
Award Winner YAFIC (DAYAF)	5	1		6
Award Winner YAPFIC (DAYPBF)	1			1
Biography (DBIO)	49			49
Books on CD (DBKCD)	90	2	2	94
Books on Tape (DBKT)	59		2	61
Compact Disc (DCD)	422	10	12	444
DVD	975	3	1	979
Equipment (DEQP)	3			3
See librarian (DERR)				0
Express Book (DEXP)	45			45
Fiction (DFIC)	1588	45	41	1674
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	410			410
Juv. Biography (DJBIO)	8			8
Juv. Book on CD (DJBKCD)	8			8
Juv. Book on Tape (DJBKT)	69	6		75
Juv. Compact Disc (DJCD)	48	1	1	50
Juvenile Easy (DJE)	743	7	10	760
Juv. Easy Reader (DJER)	435		5	440
Juv. Fiction (DJFIC)	258	4	1	263
Juv. Holiday books (DJHOL)	12			12
Juv. Magazine (DJMAG)	139			139
Juv. Music Cassette (DJMC)	5			5
Juv. Nonfiction (DJNF)	463	10	5	478
Juv. Nonfic Text Bk (DJNFTB)	1			1
Juv. Paperback fic (DJPBF)	496	3	5	504
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	110	5		115
Large Print Nonfic (DLPNF)	2			2
Magazine (DMAG)	842	3	11	856
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	872	74	44	990
Nonfiction VHS (DNFVHS)	59		1	60
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPSJFic)	2			2
Parent Shelf Juv. NF (DPSJNF)	15			15
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)				0

Reference Software (DRSW)				0
Spanish Collection (DSPA)	15	2	1	18
Software (DSWAR)	111		1	112
Vertical File (DVF)	6			6
VHS	610	3		613
YA Biography (DYAB)	4	1		5
YA Books on CD (DYABKCD)	3			3
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	106	4	1	111
YA Nonfiction (DYANF)	32	1	6	39
YA Paperback Fic (DYAPBF)	124	2	1	127
Award Winner JBIO (RAJBIO)		1		1
Award Winner JE (RAJE)				0
Award Winner JFIC (RAJFIC)		4		4
Award Winner JNF (RAJNF)				0
Award Winner JPFIC (RAJPBF)				0
Award Winner YAFIC (RAYAF)		3		3
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	5	42	1	48
Books on CD (RBKCD)	1	108	1	110
Books on Tape (RBKT)	1	143	2	146
Compact Disc (RCD)	8	321	12	341
DVD	6	1673	1	1680
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		98		98
Fiction (RFIC)	54	1404	21	1479
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)				0
Internet (RINTER)		1300		1300
Juv. Biography (RJBIO)	1	13		14
Juv. Book on CD (RJBKCD)		3	2	5
Juv. Book on Tape (RJBKT)	3	51		54
Juv. Compact Disc (RJCD)	1	25		26
Juvenile Easy (RJE)	8	1004	4	1016
Juv. Easy Reader (RJER)	2	121		123
Juv. Fiction (RJFIC)	7	252	4	263
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		44		44
Juv. Music Cassette (RJMC)		3		3
Juv. Nonfiction (RJNF)	4	418	3	425
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	12	161		173
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	12	92	3	107
Large Print Nonfic (RLPNF)		6		6
Magazine (RMAG)		301	2	303
Music Cassette (RMCAS)		2		2
Nonfiction (RNFIC)	33	864	13	910

Nonfiction VHS (RNFVHS)		67	1	68
Professional Coll. (RPRO)				0
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)				0
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	1	140	4	145
Software (RSWAR)	1	126	1	128
Vertical File (RVF)		1		1
VHS	1	882	1	884
YA Biography (RYAB)		7		7
YA Books on CD (RYABKCD)		3		3
YA Books on Tape (RYABKT)	1	25	1	27
YA Fiction (RYAF)	6	158	2	166
YA Nonfiction (RYANF)		41		41
YA Paperback Fic (RYAPBF)	6	185	4	195
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)			1	1
Award Winner JFIC (WAJFIC)				0
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	1		31	32
Books on CD (WBKCD)	7	5	73	85
Books on Tape (WBKT)		11	35	46
Compact Disc (WCD)	8	8	3	19
DVD	9	3	943	955
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			49	49
Fiction (WFIC)	71	45	581	697
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			1226	1226
Juv. Biography (WJBIO)		1	31	32
Juv. Book on CD (WJBKCD)			5	5
Juv. Book on Tape (WJBKT)		5	51	56
Juv. Compact Disc (WJCD)				0
Juvenile Easy (WJE)	2	1	1081	1084
Juv. Easy Reader (WJER)			357	357
Juv. Fiction (WJFIC)	14	3	234	251
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			68	68
Juv. Music Cassette (WJMC)			3	3
Juv. Nonfiction (WJNF)	2	11	445	458
Juv. Nonfic Text Bk (WJNFTB)				0

Juv. Paperback fic (WJPBF)	3	2	253	258
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	5	6	19	30
Large Print Nonfic (WLPNF)	1	1	3	5
Magazine (WMAG)		1	293	294
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	25	27	518	570
Nonfiction VHS (WNFVHS)	2	1	16	19
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			15	15
Software (WSWAR)	2		116	118
Vertical File (WVF)			1	1
VHS		2	534	536
YA Biography (WYAB)	1		1	2
YA Books on CD (WYABKCD)			2	
YA Books on Tape (WYABKT)			1	1
YA Fiction (WYAF)		1	54	55
YA Nonfiction (WYANF)	2		31	33
YA Paperback Fic (WYAPBF)	4	1	70	75
TOTAL	9601	10414	7378	27391

CIRCULATION BY HOLDINGS CODE
July 2005

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	1	0	1
Award Winner JE (AJE)	7	0	1	8
Award Winner JFIC (AJF)	12	4	0	16
Award Winner JNF (AJNF)	2	0	0	2
Award Winner JPFIC (AJPF)	2	0	0	2
Award Winner YAFIC (AYAF)	5	4	0	9
Award Winner YAPFIC (YAYPBF)	1	0	0	1
Biography (BIO)	55	42	32	129
Books on CD (BKCD)	98	115	76	289
Books on Tape (BKT)	60	179	39	278
Compact Disc (CD)	438	339	27	804
DVD	990	1679	945	3614
Equipment (EQP)	3	0	0	3
See librarian (ERR)	0	0	0	0
Express Book (EXP)	45	98	49	192
Fiction (FIC)	1713	1494	643	3850
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	0	0	0

Internet (INTR)	410	1300	1226	2936
Juv. Biography (JBIO)	9	14	31	54
Juv. Book on CD (JBCD)	8	3	7	18
Juv. Book on Tape (JBKT)	72	62	51	185
Juv. Compact Disc (JCD)	49	26	1	76
Juvenile Easy (JE)	753	1012	1095	2860
Juv. Easy Reader (JER)	437	121	362	920
Juv. Fiction (JFIC)	279	259	239	777
Juv. Holiday (JHOL)	12	0	0	12
Juv. Magazine (JMAG)	139	44	68	251
Juv. Music Cassette (JMC)	5	3	3	11
Juv. Nonfiction (JNF)	469	439	453	1361
Juv. Nonfic Text Bk (JNFT)	1	0	0	1
Juv. Paperback fic (JPBF)	511	166	258	935
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	127	103	22	252
Large Print Nonfic (LPNF)	3	7	3	13
Magazine (MAG)	842	305	306	1453
Music Cassette (MCAS)	0	2	0	2
Nonfiction (NFIC)	930	965	575	2470
Nonfiction VHS (NFVH)	61	68	18	147
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	2	0	0	2
Parent Shelf Juv. NF (PSJNF)	15	0	0	15
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	96	58	5	159
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	16	142	20	178
Software (SWAR)	114	126	118	358
Vertical File (VF)	6	1	4	11
VHS	611	887	535	2033
YA Biography (YAB)	5	8	1	14
YA Books on CD (YABKCD)	3	3	2	6
YA Books on Tape (YABKT)	1	25	2	28
YA Fiction (YAF)	112	163	57	332
YA Nonfiction (YANF)	34	42	37	113
YA Paperback Fic (YAPBF)	134	188	75	397
				0
Free reads	250	474	148	872
Games/Puzzles		67		67
Talking books	4	6		10
Assignment Shelf Books				0
TOTAL	9951	11044	7534	28527

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2135	2169	862	5166
Nonfiction	1100	1214	635	2949

CHILDREN'S BOOKS

Fiction	2003	1562	1955	5520
Nonfiction	508	454	484	1446

YA BOOKS

Fiction	252	355	132	739
Nonfiction	39	50	38	127
Magazines, Adult	842	305	306	1453
Magazines, Children	139	44	68	251
Games, Toys	0	67	0	67
Sound Recordings, adult	604	669	146	1419
Sound Recordings, ch	134	94	62	290
Online databases	0	0	0	0
Software	114	126	118	358
Vertical file	6	1	4	11
VHS/DVD	1662	2634	1498	5794
Equipment	3	0	0	3
Total	9541	9744	6308	25593

A-V Circulation	2514	3523	1824	7861
A-V Circulation as % of total	26.3%	36.2%	28.9%	30.7%

**Salary Ordinance
2005
Update 8/05**

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date
Engelmann, Susan	Specialist III	\$12.70	35	R	9/6/2005
Arambula, Luz	Specialist III	\$12.12	35	D	8/16/2005

Susan will replace Jackie Saxon as Youth Services Specialist. Luz Arambula will replace Charlotte Fagen.

We have examined and approved the changes to the 2005 Jasper County Public Library Salary Ordinance. Dated August 8, 2005.

Jean A. Floyd
Mari Anne Layler
Bernice Marie Egan
Shirley J. Ayers

Susan Dandorff
Mark Hering
Timothy M. Schuetz

Memo Budget 2006

In addition to the Operating Fund, the Board must also approve budgets for BIRF (Bond and Interest Redemption Fund), LIRF (Library Improvement Reserve Fund), and Capital Projects Fund.

The BIRF Budget is very cut and dried. We are appropriating the amount of money needed to pay our bond payments for next year, the administration fee for JP Morgan which handles the bond payments and for the first payment in 2007 (that payment appears as the Operating Balance amount in the BIRF Fund). In the BIRF budget for 2006 are the very last payments we will make on the DeMotte/Rensselaer bond of 1991.

The Capital Projects Fund budget of \$45,000 includes \$1500 for "Other Professional Services" from which we will pay computer consultant fees. It also includes \$43,500 for computer hardware and software upgrades. The operating balance is where the largest part of our revenue for CPF will go, so that it can be saved for expenses in future years. This is all in accordance with the CPF Plan which the Board and the County Council approved.

The LIRF (Library Improvement Reserve Fund) budget is for \$32,369 to be used for large scale repair and maintenance projects for our buildings. We have \$153,226 in the LIRF; however, this year we have appropriated \$141,381 of that amount. We plan to use about \$96,624 for the Rensselaer re-carpeting project and the Rensselaer shelving needs we have discussed previously. These leaves \$44,757 which can be used for unexpected large scale repair and maintenance needs that crop up between now and the end of the year. If we want to budget that amount for next year, the Board would have to formally vote to reduce the appropriation for this year to \$0 and they would have to do that before October 1. This would leave us without funds to take care of large scale emergencies that cropped up before the end of the year. If we leave the money in this year's budget, then next year we can only budget what we expect to transfer to LIRF from Line 3.94 of the Operating Budget (Transfer to LIRF) - \$20,524 plus the unappropriated funds presently in LIRF (\$11,845) = \$32,369.

We also have a **Rainy Day Fund** which has \$30,763. However, that money is appropriated to spend this year. If we want to budget that amount for next year, the Board will have to formally vote to reduce the appropriation for this year to \$0 and they will have to do that before October 1. I am recommending that we appropriate no money in the Rainy Day Fund next year.

It's important to remember that any money appropriated for this year but not spent, in any fund except Capital Projects Fund, simply reverts back to the fund from which it came. When 2007 comes, it can be appropriated for that year. If it is needed in an emergency in 2006, we can proceed with an Additional Appropriation and appropriate it. It is just that it would cost us time and advertising fees to do so.

I believe it is safe to appropriate only a small sum for next year from LIRF and nothing from the Rainy Day Fund because, in the Operating Fund budget, we have \$100,000 on line 3.94 Transfer to LIRF. If we had a major building maintenance problem in 2006, we could tap that money.

Operating Fund Appropriations 2006

In General:

This budget is \$131,502 higher than expected revenues for 2006 (Maximum Tax Levy + Estimated Miscellaneous Revenue).

- It includes \$100,000 for transfer to LIRF. This \$100,000 in revenue will be appropriated from the proceeds from the Wheatfield building sale.
- The remaining amount above expected revenues is then \$31,502. We usually spend only 93% of the budget, which this year would leave \$119,158 unspent. The \$31,502 will decrease that unspent portion of the budget. What is unspent goes into the operating balance, increasing it each year to help cash flow during the first part of the year. We will have less additional money to help with cash flow than if we spent only what we take in; however, our operating balance will be increased this year by \$126,700 because of the sale of the building. It may be we do not have to worry about putting a lot of additional money toward the operating balance.

To remember:

- We will not know until the end of the year how much operating balance we will actually have.
- Miscellaneous revenue estimates are just that – estimates. We may not get as much as we estimated. We may get more in some areas.
- We are basing this budget upon an increase of 5% in our maximum levy. That is the law. However, we just received word that the state will allow us to increase our maximum levy by 3.9%. That will mean a reduction of \$9581 in our maximum levy.

Recommendation: We recommend asking for what we need to fund our services, as noted on the attached budget. This budget is actually only \$37,159 higher than last year's budget, if we disregard the \$100,000 in the Transfer to LIRF budget line, made possible by revenues from the sale of the Wheatfield Library. That is quite a small increase. We budgeted very conservatively.

If, at the end of 2005, we find that we will have considerably lower revenues than we expected, we can make cuts in the budget at that time if we feel our present decisions have become financially unwise. For instance, our Personnel Policy specifies an annual salary increase of 4% (up to the maximum cap for each position). If our revenues will not support that, we could give only 3% increases and save about \$53,700.

Budget Recommendations

- 1.11 **Salaries** 4% increase +50 cents per hr for Librarian 1,2,3, as approved in April review of Personnel Policy. Rensselaer:
- Add Systems Maintenance Assistant (Assistant II Classification) to help Sheila with monthly server maintenance, testing backups, sending emails concerning problems, training staff on basic applications, updating software on every machine, researching some desired services, etc. (Cost: \$3852)
 - Add 12 hr. Personnel/Bookkeeping Specialist (Specialist I Classification) to aid Business Manager. Would learn bookkeeping tasks, but would need background in employment law and would be expected to attend workshops and keep up on employment law changes. She would work with FMLA, COBRA and other employee benefits. Lisa Davis (Asst II) would no longer spend 5 hrs per week helping Business Manager with bookkeeping and would decrease her hours from 40 to 35. (Net cost: \$2,403)

The System Assistant would need no additional desk space or equipment. The Personnel Specialist would need a desk (\$400), a telephone (\$205). We expect to add this person later this fall and these additional expenses would be paid from 2005 budget.

DeMotte: Reduce hours of Renee Carr, Public Relations Specialist from 12 hrs per wk to 10 hrs per wk. (Savings: \$1526)

Salaries for the following positions will be lower in 2006 than in 2005, since we will be hiring new personnel: Director, Rensselaer librarian (probably), Rensselaer Youth Services Librarian, DeMotte Youth Services Specialist, DeMotte Youth Services Assistant.

- 1.22 **Unemployment Compensation:** We have not heard that the rate will increase, but each year we seem to need a little more in this category than we have put there. We currently pay .021% on salaries up to a \$7,000 cap. We figured a rate of .024%.
- 1.24 **Employer's Contribution to Group health insurance--** \$73,562
Funding for 19 employees which includes all presently vacant positions eligible for health insurance. Allowed for 15% increase in costs, although we really don't think increases will be this high. Staff pays 20% of individual health care cost and 100% of family coverage if they work 35 hrs or more per week. Staff working 30-34 hours are eligible for health care insurance, but the library will pay only 50%. Thus far no one has taken this opportunity.
- 2.11 **Official records:** official forms--W-2s, checks, etc. We may need to purchase both payroll and vendor checks next year.
- 2.12 **Stationery and printing:** letterheads, envelopes, business cards, note cards, deposit slips
- 2.13 **Other office supplies:** pens, copy and computer paper, file labels, nametags, band-aids, printer toner, posterboard, scissors, staplers.
- 2.23 **Other operating supplies:** extension cords, fluorescent lights, projection bulbs, batteries, surge suppressors, keys, ice melt, water softener materials. We do not know what to expect in the way of supplies for the new Wheatfield Library. We will need increased amounts of ice melt for Wheatfield's large expanses of sidewalks.
- 2.31 **Building Materials & Supplies:** Furnace filters, chemicals; parts for repair to building itself (not equipment).
- 2.41 **Library supplies:** Bookmarks, craft supplies, puppets, summer reading program materials, meeting room supplies, program treats & prizes, laminate, book bags, tabletop literature holders. Automation materials, technical services processing materials--spine labels, book jackets, blank tapes, AV boxes, etc.
Staff wants more money for this account, but we feel we should tighten our belt a little in this area, especially since we are no longer able to buy food with it.
- 2.42 **Marketing supplies:** Includes imprinted pencils, bookmarks, special paper for brochures, etc.
- 3.13 **Legal services :** If we need more in this category, we will use money from "Other Professional Services".

- 3.14 **Other professional services:** Fees for speakers, consultants, water analysis (DeMotte & Wheatfield drinking water tests). This is an area where staff would like more money for programs, but we feel we can require Youth Services staff to provide some of their 6 programs at no cost to the library.

- 3.21 **Telephone** Our USF discounts decrease our actual phone costs by about 60%
- 3.23 **Traveling expense:** mileage, airline tickets. PLA is in Boston in 2006. That will cost us a little extra money
- 3.24 **Professional meetings:** registration fees, hotel and meal expenses for staff and board. PLA will create some additional cost, but the biggest cost will be training for new Youth Services staff. We will not be able to hire staff who already know how to select materials for the children's collections and know the ins and out of library services to children. We will have to see that our new staff are well-trained.
- 3.25 **Freight/express: book & nonprint shipping**
- 3.26 **Network expenses:** Probably the only expenses to come from this line are dataline costs. We will pay for our Sprint DSL (Wheatfield) and Comcast Cable (DeMotte) services from this account. We are required to show that we have budgeted for T-1 line for the last half of 2006 (\$4,750 for 6 months). We can transfer the remainder to other budget lines if it is not needed here.

- 3.31 **Advertising & public notices:** legal ads, help wanted ads, annual donor list
- 3.32 **Other printing:** library card layout, evaluation form, library brochures, artwork. Now that we have our color laser printer, we do not have our publicity professionally printed. Our cost is in the special paper we purchase to print these items. That money comes from 2.13.
- 3.33 **Marketing advertising:** magnets, pencils, publicity ads, booth rental, etc.

- 3.41 **Bonds:** Employee bonds, notary bonds, treasurer bonds
- 3.42 **Insurance**—Building insurance, Workman's comp insurance, D&O liability insurance.

- 3.51 **Gas:** A high estimate to be sure we have enough to cover Wheatfield's new, larger library
- 3.52 **Electricity:** A high estimate to be sure we have enough to cover Wheatfield's new, larger library
- 3.54 **Waste Disposal services** -- Increased for 2005 to cover new Wheatfield building. We think this will still cover the cost.

3.61 Repairs & maintenance: building & structures: lawn care, snow removal, building repairs, caulking windows, elevator inspection

	2004	2005	2006
Painting contractors	\$2,800	\$0	\$0
Pest control	\$600	\$375	\$375
Boiler inspection	\$50	\$85	\$0
Elevator inspection (3% inc)	\$104	\$120	\$124
Fertilization, landscape pest control	\$1,637	\$1,675	\$1,800
Lawn, snow, landscaping	\$12,000	\$14,133	\$13,000
Building repairs	\$26,000	\$22,000	\$28,000
PFEED	\$9,612	\$9,612	\$9,612
IDEM drinking water fee			\$233
TOTAL	\$52,803	\$48,000	\$53,144

3.62 Equipment repairs: Fire Extinguisher inspection, equipment repairs

3.72 Rentals: equipment: DeMotte P.O. Box, safety deposit box, Culligan water dispensers

3.91 Estimated Dues 2006: INCOLSA (\$150), Indiana Library Federation (\$1480), DeMotte Chamber of Commerce (\$85), Rensselaer Rotary Club (\$162), Online Users Group (\$20)=\$1897

3.94 Transfer to LIRF: Money appropriated in our operating budget to be placed in the Library Improvement Reserve Fund where it can be saved from year to year to use for major purchases or repairs of buildings and equipment. We are proposing the appropriation of \$100,000 of the proceeds from the sale of the Wheatfield Library and the auction for LIRF, with the remainder of the proceeds remaining in the Operating Balance to help with cash flow.

3.95 Book reimbursement: This will be used when we must reimburse a patron for a book returned to the library after the patron has already paid for it.

3.98 Maintenance and service contracts 2004:

	2004	2005	2006
Chester	\$0		
Security Courier (5%)	\$13,610	\$14,500.00	\$15,225
Precision Controls	\$4,800	\$4,800	\$5,040
Simplex	\$3,100	\$3,255	\$3,255
Copiers (Heritage)	\$777	\$0	\$1,700
Copiers (Lafayette Office)	\$900	\$945	\$900

Elevator	\$677	\$711	\$800
AVC (financial acctg)	\$1,528	\$1,574	\$1,653
Unique Management	\$1,225	\$1,200	\$1,200
WHEELS	\$1,700	\$2,000	\$2,000
TLC	\$750	\$750	\$750
CiscoPIX firewalls (3)	26,481	\$28,159	\$25,515
Public WebBrowser			\$560
Softtrack metering software			\$100
Cornerstone Software			\$802
SmartNet Router (DeMotte)			\$117
WebBalanced			\$72
TOTAL			\$1,440
	\$55,548	\$57,894	\$61,129

- 4.51 **Books:** We plan to spend a little less this year for reference books, since they are used less and less, with all the resources on our databases and the Internet. Therefore, we do not plan to increase this budget this year.
- 4.52 **Periodicals, newspapers:** We are decreasing the number of "scholarly" magazines we subscribe to, since some are used mainly for reference and can be found on INSPIRE and other databases. We have found a very low cost jobber to supply our periodicals also, so our costs have gone down over the years.
- 4.53 **Nonprint materials:** computer software, reference databases, CD-ROMS, videos, books on tape, CDs, DVDs, microfilmed newspapers. While we have not increased this budget this year, we plan to cut the amount of money used to purchase reference databases. A few of the databases, while providing excellent information, are costly and very seldom used. It is therefore not a cost-effective use of our limited library funds.

2006 Budget Comparisons

	2002 Disbursed	2003 Disbursed	2004 Budget	2004 Disbursed	2005 Budget	2005 Disbursed 6/30/2005	2,005 Expected Expenditures	2006 Proposed Budget	% of Total 2006 Budget
1 PERSONAL SERVICES									
1.1 Salaries and wages									
1.11 Salary of librarian	\$48,711	\$50,271	\$52,349	\$52,270	\$54,454	\$27,140	\$54,454	\$47,008	
1.12 Salary of Assistants	\$679,533	\$706,820	\$743,988	\$737,710	\$787,808	\$378,180	\$807,017	\$800,477	
1.13 Wages of Janitor	\$40,556	\$40,685	\$48,924	\$40,781	\$51,967	\$20,793	\$52,651	\$52,756	
1.2 Employee benefits									
1.21 Employer: FICA	\$56,108	\$57,367	\$61,140	\$59,911	\$64,481	\$32,322	\$64,643	\$65,531	
1.22 Unemployment Comp	\$1,491	\$3,434	\$5,173	\$4,300	\$4,553	\$3,607	\$7,215	\$7,805	
1.23 Employer: PERF	\$35,760	\$35,118	\$46,448	\$43,200	\$43,525	\$22,251	\$43,525	\$50,536	
1.24 Employer: Group Insur.	\$41,104	\$48,599	\$61,608	\$51,978	\$66,666	\$29,116	\$43,525	\$73,562	
1.3 Other personal services									
1.31 Other personal services	\$387	\$219	\$100	\$0	\$100	\$100	\$200		
Total Personal Services	\$903,650	\$942,513	\$1,019,730	\$990,150	\$1,073,554	\$513,508	\$1,073,229	\$1,097,674	61.0%
2 SUPPLIES									
2.1 Office supplies									
2.11 Official records	\$170	\$828	\$450	\$489	\$900	\$668	\$750	\$800	
2.12 Stationery/printing	\$353	\$409	\$450	\$410	\$550	\$0	\$0	\$450	
2.13 Other office supplies	\$7,962	\$8,339	\$9,200	\$8,544	\$9,200	\$3,839	\$7,678	\$9,000	
2.2 Operating supplies									
2.21 Cleaning/sanitation	\$3,755	\$4,500	\$4,000	\$3,157	\$4,500	\$1,585	\$3,170	\$3,700	
2.22 Fuel/oil/lubricants	\$0	\$0			\$0	\$0	\$0	\$0	
2.23 Other operating supplies	\$2,107	\$3,704	\$3,700	\$3,147	\$4,000	\$1,225	\$2,451	\$4,000	
2.3 Repair/maintenance supplies									
2.31 Building materials	\$849	\$771	\$1,200	\$1,047	\$2,000	\$18	\$800	\$1,500	
2.32 Painting supplies	\$372	\$0		\$28	\$100	\$0	\$0	\$100	
2.33 Repair parts	\$23	\$214	\$400	\$314	\$400	\$98	\$300	\$300	
2.4 Other supplies									
2.41 Library supplies	\$9,709	\$10,923	\$12,550	\$12,761	\$11,700	\$6,377	\$11,700	\$11,500	
2.42 Marketing supplies	\$83	\$140	\$200	\$173	\$200	\$59	\$118	\$200	
Total Supplies	\$25,383	\$29,827	\$32,150	\$30,071	\$33,550	\$13,869	\$26,966	\$31,550	2%

	2002 Disbursed	2003 Disbursed	2004 Budget	2004 Disbursed	2005 Budget	2005 Disbursed to 6/30/05	2,005 Expected Expenditures	2006 Proposed Budget	% of Total 2006 budget
3 OTHER SERVICES/CHARGES									
3.1 Professional services									
3.11 Consulting services	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
3.12 Engineer/Arch Services	\$2,213	\$0	\$0		\$0	\$0	\$0		
3.13 Legal services	\$0	\$225	\$0	\$375	\$2,507	\$0	\$0	\$300	
3.14 Other profess. services	\$14,542	\$10,458	\$6,150	\$7,908	\$5,500	\$4,950	\$5,500	\$4,600	
3.2 Communication/Transportation									
3.21 Telephone	\$4,869	\$5,203	\$7,000	\$6,348	\$5,800	\$4,208	\$5,000	\$5,800	
3.22 Postage	\$4,949	\$4,097	\$5,500	\$4,995	\$5,500	\$1,725	\$5,000	\$5,200	
3.23 Traveling expenses	\$7,666	\$6,942	\$8,000	\$8,820	\$7,500	\$3,472	\$6,944	\$8,800	
3.24 Professional mtgs	\$7,362	\$7,845	\$8,000	\$7,160	\$7,500	\$3,519	\$7,037	\$7,800	
3.25 Freight/Express	\$2,408	\$1,600	\$2,500	\$1,860	\$1,800	\$1,065	\$2,130	\$2,000	
3.26 Network expenses	\$9,166	\$4,950	\$15,000	\$5,729	\$15,000	\$5,833	\$11,666	\$7,300	
3.3 Printing/Advertising									
3.31 Adv/Public. of notices	\$1,435	\$1,504	\$1,800	\$1,504	\$1,500	\$89	\$1,500	\$1,500	
3.32 Printing (not offc. supply)	\$0	\$0	\$300	\$0	\$300	\$0	\$0	\$0	
3.33 Marketing advertising	\$504	\$547	\$550	\$646	\$550	\$0	\$0	\$550	
3.4 Insurance									
3.41 Official bonds	\$100	\$255	\$200	\$200	\$200	\$200	\$200	\$200	
3.42 Other insurance	\$25,207	\$38,434	\$42,000	\$35,423	\$40,000	\$29,688	\$40,000	\$37,000	
3.5 Utility services									
3.51 Gas	\$16,834	\$24,497	\$38,000	\$24,179	\$42,000	\$21,865	\$43,729	\$62,000	
3.52 Electricity	\$40,642	\$41,521	\$45,000	\$42,559	\$49,000	\$21,640	\$43,279	60,000	
3.53 Water	\$1,011	\$969	\$1,000	\$1,020	\$1,000	\$510	\$1,020	\$1,200	
3.54 Waste disposal service	\$2,417	\$2,529	\$2,550	\$2,562	\$3,200	\$1,365	\$2,730	\$3,200	
3.6 Repairs/maintenance									
3.61 Bldgs/Structures	\$96,433	\$33,674	\$53,516	\$87,696	\$48,000	\$22,109	\$44,218	\$62,000	
3.62 Equipment	\$1,282	\$788	\$1,000	\$1,238	\$1,000	\$0	\$0	\$1,000	
3.7 Rentals									
3.71 Real estate	\$0	\$0	\$0	\$221	\$0	\$0	\$0		

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	2002 Disbursed	2003 Disbursed	2004 Budget	4 Disbursed		2005 Disbursed to 6/30/05	2005 Expected Expenditures	2006 Proposed Budget	% of Total 2006 budget
3.72 Equipment	\$201	\$217	\$275	\$221	\$300	\$128	\$255	\$225	
3.91 Dues	\$3,071	\$1,785	\$1,735	\$1,693	\$1,800	\$1,730	\$1,800	\$1,900	
3.92 Interest on loans	\$0	\$0		\$0	\$0		\$0		
3.93 Taxes/Assessments	\$0	\$242	250	\$254	\$260	\$260	\$260	\$260	
3.94 Transfer to LIRF	\$45,000	\$111,000	\$30,000	\$30,000	\$20,524	\$0	\$20,524	\$100,000	
3.95 Book reimbursement	\$86	\$72	\$150	\$102	\$100	\$0	\$0	\$100	
3.96 Petty cash	\$0	\$0	\$120	\$0	\$120	\$0	\$0	\$120	
3.97 Interview/moving expense	\$0	\$0	\$0	\$0	\$0		\$0		
3.98 Maintenance/service contract	\$51,360	\$51,228	\$52,505	\$52,196	\$58,594	\$19,774	\$58,594	\$61,129	
Total Other Services/Charges	\$338,758	\$350,584	\$323,101	\$324,909	\$319,555	\$144,128	\$301,387	\$434,184	20%
4 CAPITAL OUTLAYS									
4.1 Land	\$1,000	\$69,126	\$0				\$0		
4.2 Buildings	\$0	\$0	\$0				\$0		
4.3 Improvements	\$0	\$0	\$0		\$700	\$0	\$0		
4.4 Furniture/equipment	\$16,143	\$12,154	\$11,130	\$10,565	\$5,940	\$3,038	\$5,940	\$7,950	
4.5 Other capital outlays									
4.51 Books	\$136,399	\$120,993	\$134,000	\$133,668	\$139,000	\$69,507	\$139,000	\$139,000	
4.52 Periodicals,newspapers	\$21,904	\$20,196	\$23,000	\$18,320	\$22,600	\$16,009	\$22,900	\$21,700	
4.53 Nonprint materials	\$54,613	\$56,104	\$65,000	\$62,367	\$68,104	\$28,753	\$65,000	\$68,104	
Total Capital Outlays	\$230,059	\$278,573	\$233,130	\$224,919	\$236,344	\$117,308	\$232,840	\$236,754	14%
FUND TOTAL	\$1,497,849	\$1,601,497	\$1,608,111	\$1,570,049	\$1,663,003	\$788,814	\$1,634,423	\$1,800,162	

JCPL FINANCIAL STATEMENT

July 31, 2005

	<u>Beginning 2005 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$580,559.27	\$136,759.84	\$999,948.75	\$10,245.16	\$806,407.33	\$387,017.85
Includes Investments of:						
Public Library Access Card Fund	\$26.00	\$0.00	\$54.00	\$0.00	\$28.00	\$0.00
Gift Fund	\$4,067.95	\$214.50	\$3,610.37	\$139.51	\$6,229.00	\$6,686.58
DeMotte	\$495.86	\$49.80	\$1,196.58	\$15.00	\$1,473.27	\$772.55
Rensselaer	\$2,665.70	\$68.76	\$2,146.39	\$45.00	\$4,258.22	\$4,777.53
Wheatfield	\$906.39	\$95.94	\$267.40	\$79.51	\$497.51	\$1,136.50
Library Improvement Reserve Fund	\$200,712.12	\$0.00	\$49,744.00	\$261.95	\$2,520.17	\$153,488.29
Includes Investments of:\$125,000						
Bond & Interest Redemption Fund	\$24,412.51	\$110,630.00	\$138,210.00	\$0.00	\$291,891.27	\$178,093.78
Includes Investments of:\$175,000						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,763.00
Transfer from OPER Fund						
Capital Projects Fund	\$2,716.20	\$16,699.25	\$20,332.51	\$86.56	\$91,758.13	\$74,141.82
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$412.88	\$0.00	\$412.88	\$0.00
Levy Excess Fund	\$18,864.54	\$0.00	\$0.00	\$0.00	\$0.00	\$18,864.54
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$2,040,731.23	\$45,838.48	\$1,752,459.82	\$799.47	\$47,624.89	\$335,896.30
Includes Investments of						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,471.28	\$40,028.80	\$5,471.28	\$40,028.80	\$0.00
FICA Tax Collected	\$0.00	\$5,379.35	\$37,700.92	\$5,379.35	\$37,700.92	\$0.00
State Tax Collected	\$2,281.19	\$2,432.45	\$16,716.54	\$2,377.64	\$16,812.99	\$2,377.64
County Tax Collected	\$599.16	\$640.78	\$4,392.27	\$774.84	\$4,567.95	\$774.84
Deferred Comp.	\$0.00	\$4,836.84	\$33,522.79	\$4,836.84	\$33,522.79	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,364.52	\$22,672.67	\$3,455.81	\$22,763.96	\$91.29
Employee Life Insur.	\$0.00	\$30.80	\$218.12	\$30.80	\$218.12	\$0.00
Employee P.E.R.F.	\$7,678.26	\$8,296.60	\$24,024.99	\$2,874.87	\$19,221.60	\$2,874.87
Credit Union	\$0.00	\$2,433.36	\$15,146.61	\$2,433.36	\$15,146.61	\$0.00
TOTAL ALL FUNDS.....	\$2,913,621.43	\$343,028.05	\$3,159,196.04	\$39,167.44	\$1,436,855.41	\$1,191,280.80

Bank Balances**Jasper County Public Library****Report as of: 7/31/2005**

<i>Bank</i>		
1	Peoples State Bank	\$522,739.26
2	Demotte State Bank	\$3,946.95
3	Peoples State Bank-LIRF Acct	\$28,488.29
4	PSB-LIRF CD#3004376	\$0.00
5	Cash On Hand	\$210.00
6	Peoples State Bank-Construction Ckg.	\$181,212.22
7	PSB-Lee Co. (Escrow)#0326100	\$12,371.80
8	Nat'l City Bank CD#6335171611	\$300,000.00
9	PSB Const.- (6mon) CD#3004279	\$0.00
10	PSB Const.- (6mon) CD#3004260	\$0.00
11	PSB Const.- (6mon) CD#3004252	\$0.00
12	PSB Const.- (6mon) CD#3004244	\$0.00
13	PSB Const.- (6mon) CD#3004236	\$0.00
14	PSB Const.- (9mon) CD#3004228	\$0.00
15	Peoples State Bank-ESCROW Acct	\$142,312.28
Total all banks =		\$1,191,280.80

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**100 OPERATING FUND****Jasper County Public Library****Report Date: From 7/1/2005 To 7/31/2005**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
1. Personal Services							
1.11 SALARY OF LIBRARIAN	\$54,454.00	\$0.00	\$54,454.00	\$4,537.86	\$31,677.49	\$22,776.51	58.2
1.12 SALARY OF ASSISTANTS	\$787,808.00	\$0.00	\$787,808.00	\$65,663.75	\$443,843.43	\$343,964.57	56.3
1.13 WAGES OF JANITORS	\$51,967.00	\$0.00	\$51,967.00	\$3,572.15	\$24,365.38	\$27,601.62	46.9
1.21 EMPLOYER'S SHARE-FICA	\$64,481.00	\$0.00	\$64,481.00	\$5,379.35	\$37,700.92	\$26,780.08	58.5
1.22 UNEMPLOYMENT COMPENSATION	\$4,553.00	\$0.00	\$4,553.00	\$1,261.04	\$4,868.32	(\$315.32)	106.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$43,525.00	\$0.00	\$43,525.00	\$11,215.59	\$33,466.47	\$10,058.53	76.9
1.24 EMPLOYER'S CONTRIB.- INS.	\$66,666.00	\$1,193.58	\$67,859.58	\$5,172.12	\$35,481.88	\$32,377.70	52.3
1.31 OTHER PERSONAL SERVICES	\$100.00	\$0.00	\$100.00	\$0.00	\$15,700.00	(\$15,600.00)	15700.0
Subtotal	\$1,073,554.00	\$1,193.58	\$1,074,747.58	\$96,801.86	\$627,103.89	\$447,643.69	58.3
2. Supplies							
2.11 OFFICIAL RECORDS	\$900.00	\$0.00	\$900.00	\$0.00	\$667.54	\$232.46	74.2
2.12 STATIONERY AND PRINTING	\$550.00	\$0.00	\$550.00	\$26.87	\$26.87	\$523.13	4.9
2.13 OTHER OFFICE SUPPLIES	\$9,200.00	\$0.00	\$9,200.00	\$1,929.90	\$5,768.75	\$3,431.25	62.7
2.21 CLEANING & SANITATION SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$525.81	\$2,110.95	\$2,389.05	46.9
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$271.41	\$1,496.81	\$2,503.19	37.4
2.31 BUILDING MATERIALS & SUPPLIES	\$2,000.00	\$0.00	\$2,000.00	\$295.18	\$312.97	\$1,687.03	15.6
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$98.31	\$301.69	24.6
2.41 LIBRARY SUPPLIES	\$11,700.00	\$40.74	\$11,740.74	\$2,072.81	\$8,491.03	\$3,249.71	72.3
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$58.84	\$141.16	29.4
Subtotal	\$33,550.00	\$40.74	\$33,590.74	\$5,121.98	\$19,032.07	\$14,558.67	56.7
<i>3. Other Services and Charge</i>							
3.13 LEGAL SERVICES	\$2,507.00	\$0.00	\$2,507.00	\$0.00	\$0.00	\$2,507.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,500.00	\$7,179.00	\$12,679.00	\$205.00	\$12,333.97	\$345.03	97.3
3.21 TELEPHONE	\$5,800.00	\$0.00	\$5,800.00	\$844.48	\$5,052.65	\$747.35	87.1
3.22 POSTAGE	\$5,500.00	\$3.00	\$5,503.00	\$841.97	\$2,569.96	\$2,933.04	46.7
3.23 MILEAGE	\$7,500.00	\$314.26	\$7,814.26	\$549.49	\$4,335.93	\$3,478.33	55.5
3.24 PROFESSIONAL MEETINGS	\$7,500.00	\$93.55	\$7,593.55	\$927.50	\$4,539.61	\$3,053.94	59.8
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$168.79	\$1,233.60	\$566.40	68.5
3.26 NETWORKING	\$15,000.00	\$0.00	\$15,000.00	\$790.99	\$6,624.15	\$8,375.85	44.2
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$9.32	\$98.08	\$1,401.92	6.5
3.32 OTHER PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.0
3.4 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$40,000.00	\$0.00	\$40,000.00	\$2,287.23	\$31,975.23	\$8,024.77	79.9
3.51 GAS	\$42,000.00	\$0.00	\$42,000.00	\$256.70	\$22,121.37	\$19,878.63	52.7
3.52 ELECTRICITY	\$49,000.00	\$0.00	\$49,000.00	\$4,154.11	\$25,793.72	\$23,206.28	52.6
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$66.69	\$576.54	\$423.46	57.7
3.54 WASTE DISPOSAL SERVICES	\$3,200.00	\$0.00	\$3,200.00	\$259.80	\$1,625.04	\$1,574.96	50.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.61 BUILDING & STRUCTURES	\$48,000.00	\$42,735.00	\$90,735.00	\$3,250.97	\$68,094.75	\$22,640.25	75.0
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$227.50	\$227.50	\$772.50	22.8
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$9.95	\$137.65	\$162.35	45.9
3.91 DUES	\$1,800.00	\$0.00	\$1,800.00	\$100.00	\$1,830.40	(\$30.40)	101.7
3.93 TAXES & ASSESSMENTS	\$260.00	\$0.00	\$260.00	\$0.00	\$259.64	\$0.36	99.9
3.94 TRANSFER TO LIRF	\$20,524.00	\$0.00	\$20,524.00	\$0.00	\$0.00	\$20,524.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$58,594.00	\$0.00	\$58,594.00	\$3,710.19	\$23,483.95	\$35,110.05	40.1
Subtotal	\$319,555.00	\$50,324.81	\$369,879.81	\$18,660.68	\$213,113.74	\$156,766.07	57.6
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0
4.4 FURNITURE & EQUIPMENT	\$5,940.00	\$3,490.83	\$9,430.83	\$25.56	\$6,554.27	\$2,876.56	69.5
4.51 BOOKS	\$139,000.00	\$585.81	\$139,585.81	\$13,569.88	\$83,662.72	\$55,923.09	59.9
4.52 PERIODICALS & NEWSPAPERS	\$22,600.00	\$0.00	\$22,600.00	\$544.74	\$16,554.17	\$6,045.83	73.2
4.53 NONPRINTED MATERIALS	\$68,104.00	\$3,139.44	\$71,243.44	\$2,035.14	\$33,927.89	\$37,315.55	47.6
Subtotal	\$236,344.00	\$7,216.08	\$243,560.08	\$16,175.32	\$140,699.05	\$102,861.03	57.8
Grand Total	\$1,663,003.00	\$58,775.21	\$1,721,778.21	\$136,759.84	\$999,948.75	\$721,829.46	58.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List**Jasper County Public Library****Report Date: From 7/1/2005 To 7/31/2005**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
24147	597	AARON'S LAWN CARE	7/11/2005	Mowing & Yard Cleanup-DeM & Rens. Lib-June 2005	\$675.00
24148	598	ACE HARDWARE	7/11/2005	Potting Soil, Ant/Roach Spray, Garden Gloves-DeM. Lib	\$10.77
24149	599	ALCO DISCOUNT STORE #290	7/11/2005	Bingo Cage, Pitcher, Flower Bulbs-DeM. Lib.	\$11.99
24150	600	ALLSOURCE TELECOM, LLC	7/11/2005	Reprogramming Phone System-Rens. Lib.	\$227.50
24151	601	BARNES & NOBLE	7/11/2005	Books, Audiobooks	\$160.97
24152	602	BAKER & TAYLOR	7/11/2005	Books, Spanish Grant Books, Continuations, AV, Gift Books	\$7,182.35
24153	603	BAKER & TAYLOR ENTERTAIN	7/11/2005	Videos	\$40.11
24154	604	BBC AUDIOBOOKS AMERICA	7/11/2005	Audiobooks	\$40.09
24155	605	BOILER & PRESSURE VESSEL	7/11/2005	Re-Inspection-DeM. Boilers	\$122.00
24156	606	CAMPBELL PRINTING COMPA	7/11/2005	Employee ID Cards	\$26.87
24157	607	CAPITAL ONE, F.S.B.	7/11/2005	Books, Dreamweaver, Craft Supplies, (LISA Conf)Air Travel, Phone Directories, Mtg Expenses	\$717.46
24158	608	CDW GOVERNMENT, INC	7/11/2005	Ghost Software	\$118.62
24159	609	CHESTER TECHNOLOGIES	7/11/2005	Hard Drives, Internet Security Software, Toner Cartridges, HP Procurve Switch	\$4,014.00
24160	610	CENTRAL STATES SALES CO	7/11/2005	Outdoor Flood Lights, LCD Proj Bulbs, Ceiling Spot Bulbs	\$106.14
24161	611	CULLIGAN	7/11/2005	July Water Cooler Rental-Wh. Lib.	\$9.95
24162	612	DAVID LEVI STUDIOS, INC	7/11/2005	Cartoon Demonstrations, Summer Rdg - Wh. Lib. 7/14/05	\$100.00
24163	613	DAVIDSON TITLES INC.	7/11/2005	Books, Children	\$245.55
24164	614	DEMCO	7/11/2005	Polyfit Book Jackets, Norbond Adhesive, Magazine File Boxes, Video Cases	\$578.63
24165	615	DEMOTTE CHAMBER OF COM	7/11/2005	Membership Dues July 2005-2006	\$100.00
24166	616	DIANA KOOY	7/11/2005	Flash Drive, Stapler, Pens	\$10.26
24167	617	DIANE OPOLSKI	7/11/2005	Mileage (AV Trip)	\$20.66
24168	618	EMILY WHITLOW	7/11/2005	Mileage (INCOLSA Workshop)	\$97.20
24169	619	FACTS ON FILE, INC.	7/11/2005	Business Forms, Personal Forms On File	\$317.79
24170	620	FASE'S WATER TREATMENT	7/11/2005	10-Redout, DeM. Lib	\$102.50
24171	621	GAIL JUNG	7/11/2005	Tab Cup Lids, Mileage-Mgmt Mtg, ALA)	\$23.53
24172	622	HERITAGE OFFICE PRODUCT	7/11/2005	NameTags, UPS Postage	\$101.12
24173	623	HIGHSMITH CO. INC.	7/11/2005	Classification Labels- Dinosaurs	\$115.27
24174	624	HP PRODUCTS CORP.	7/11/2005	Gleme Glass Cleaner	\$65.65
24175	625	HSBC BUSINESS SOLUTIONS	7/11/2005	DVDs, CDs, CD-ROMs	\$768.61
24176	626	INCOLSA	7/11/2005	Ancestry Plus CREDIT, Access Science, Workshops-Whitlow (Adv/Décor Your Lib); IMI (Stringfellow, Kooy, Evers)	\$422.67
24177	627	INDIANA DEPT. OF WORKFOR	7/11/2005	2nd Quarter Worker's Comp Pymt, 2005	\$1,261.04
24178	628	INGRAM	7/11/2005	Paperbacks	\$45.13
24179	629	INFO USA MARKETING, INC.	7/11/2005	Indiana Business Directory	\$1,130.00
24180	630	INSPIRATIONAL DISTRIBUTOR	7/11/2005	Christian Books	\$35.53
24181	631	JASPER COUNTY HOSPITAL	7/11/2005	Qtly Water Test -Coliform and Annual Nitrate test-DeM. Water	\$30.00
24182	632	JASPER CO. VETERANS COU	7/11/2005	US & Indiana Flags	\$148.00
24183	633	JENNIFER L.DOUTHIT	7/11/2005	Mileage (Repackaging & Inventory @ WH, OCLC/Worldcat Workshop)	\$123.53
24184	634	KEITH EVANS	7/11/2005	Bubblegologist Program, 7/20/05 @ Wh. Lib. (Summer Rdg)	\$75.00
24185	635	KONE, INC.	7/11/2005	Qtly Elevator Maintenance- July-Sep 2005	\$393.39
24186	636	LAFAYETTE OFFICE MACHINE	7/11/2005	Maintenance Service Contract-May 2005 through April 2006, Rens. Minolta Di351	\$1,016.80
24187	637	LECTORUM PUBLICATIONS, IN	7/11/2005	Spanish Grant Book	\$20.90
24188	638	LIBRARY CORPORATION	7/11/2005	LISA2005 Conference Registration (9/12/05), Douthit	\$100.00

F4b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
24189	639	MARI ANNE SAYLER	7/11/2005	Mileage-Wh. Board Mtg. 6/13/05	\$17.1
24190	640	MARY E. HERZ	7/11/2005	Mileage - Spanish Newspaper deliveries	\$7.29
24191	641	MARY MOLENAAR	7/11/2005	Mileage - Repackaging/Inventory @ Wh. Lib.	\$53.46
24192	642	NATIONAL AUTO RESEARCH	7/11/2005	BlackBook, Cars of Particular Interest	\$48.00
24193	643	NORTHWESTERN INDIANA TE	7/11/2005	DeMotte Local Telephone/Fax Lines - July 2005	\$139.68
24194	644	OHIO CASUALTY GROUP	7/11/2005	Boiler/Furnace Policy Premium, 4/16/05-4/15/06	\$2,287.23
24195	645	OLLIS BOOK CORPORATION	7/11/2005	Books, Bi-Lingual Spanish Books	\$2,630.95
24196	646	PARENTS ACTION FOR CHILD	7/11/2005	Video Series (Spanish)	\$87.33
24197	647	PATTY STRINGFELLOW	7/11/2005	Mileage (Learning Network Mtg, Mgmt, Programming Mtg)	\$42.12
24198	648	PEGGY WOODS	7/11/2005	Mileage - AV Repackaging @ Wh.	\$26.73
24199	649	POSTMASTER GENERAL	7/11/2005	Postage Stamps: 2000 (37 cent); 60 (23 cent); 60 (45 cent); 60 (83 cent); 15 Postcards	\$834.35
24200	650	PROQUEST INFORMATION & L	7/11/2005	Microfilm-Rens Republican, 1/1-4/30/05	\$78.75
24201	651	PUBLIC EMPLOYEES' RETIRE	7/11/2005	2nd Quarter PERF Payment-25 employees	\$19,512.19
24202	652	QUILL CORPORATION	7/11/2005	Copy Paper, Labels, Tape, Printer Laser Drums, Coffee Café creamer/sugar packets,cups & lids,	\$702.58
24203	653	RECORDED BOOKS, LLC	7/11/2005	Audiobooks, CD Albums	\$905.65
24204	654	REGENT BOOK CO., INC.	7/11/2005	BH&G Decorating-Summer Issue	\$12.97
24205	655	RENSSELAER REPUBLICAN	7/11/2005	JCPL's CPF Notice to Taxpayers Ad (JC Auditor), Rens Rep & KV Post, 6/9/05	\$9.32
24206	656	SBC	7/11/2005	Chicago Consumer Pages & White Pages - Directories	\$404.00
24207	657	SCHNAIBLE SERVICE & SUPPL	7/11/2005	TP, Multi-Fold Hand towels, Foam Soap, Perf. Towels, Trash Liners	\$451.64
24208	658	SCHOLASTIC LIBRARY PUBLIS	7/11/2005	Book	\$11.37
24209	659	SECURITY COURIERS CORP.	7/11/2005	Transport Service b/w branches, 6/3-6/24/05	\$1,140.00
24210	660	SHOWCASES	7/11/2005	DVD Dual Cases	\$64.37
24211	661	STANDARD & POOR'S CORP.	7/11/2005	S&P Outlook & Register, Annual Order	\$1,365.92
24212	662	STATE OF IN/ENERGY GROUP	7/11/2005	2nd Qtr Payment 2005, PFEED Loan	\$2,402.91
24213	663	SUDANCO AFFORDABLE ALTE	7/11/2005	Labels - 7day Loan/\$1 & 2day Loan/\$1	\$38.39
24214	664	SUNRISE PACKAGING INC.	7/11/2005	DVD single albums w/clips	\$419.53
24215	665	TEAM SOFTWARE SOLUTION	7/11/2005	Public Web Browser, v2 Site License, 1 yr.	\$100.00
24216	666	THE LIBRARY CORPORATION	7/11/2005	Dell Server Support & Web Server Support, 8/05-7/06	\$800.00
24217	667	THOMSON GALE	7/11/2005	Something About Author , Newsmaker	\$140.15
24218	668	TRU-GREEN CHEMLAWN	7/11/2005	Annual Crab Apple Protection (apple scab) - DeM. Lib.	\$51.00
24219	669	TYSEN'S COUNTRY GROCERY	7/11/2005	Adult Program & Book Discussion Supplies	\$20.63
24220	670	TYSEN'S FAMILY FOOD CENT	7/11/2005	Coffee Café Supplies, Ch. Chess Program Supplies - Wh. Lib.	\$16.90
24221	671	USA TODAY	7/11/2005	Wh. Lib Newspaper Subsc. 8/12/05-8/11/06	\$134.99
24222	672	VIRGINIA VIS	7/11/2005	Flower, Annuals (Walstra Greenhouse)	\$28.36
24223	673	VISION SERVICE PLAN- (IN)	7/11/2005	July Premium, Vision	\$127.84
24224	674	WAL-MART COMMUNITY BRC	7/11/2005	AV Materials, USB Cables, Mtg. Room Vacuum, headphones, Ch. Craft items, Cleaning Supplies, CD-ROMS	\$815.74
24225	675	WEBBALANCED TECHNOLOGI	7/11/2005	Qty Internet Filtering Service	\$360.00
24226	676	WICK'S AIR FILTER SERVICE, I	7/11/2005	Pleated Air Handler Filters - Rens/DeM. Lib.	\$295.18
150067	677	AGRO KEY	7/11/2005	Stop Payment - Customer Lost Check, Voiding A/P#564	(\$125.00)
150083	678	AGRO KEY	7/11/2005	Used Refrigerator -Wh. Library less Stop Payment Fee on Ck #150067	\$104.00
150084	679	BRODART CO.	7/11/2005	Slatwall Shelves- Wh. Bldg. Project	\$182.12
150085	680	CAPITAL ONE, F.S.B.	7/11/2005	Wall Clocks, Batteries, Dry Erase Markers, keys, Coffee Makers, Microwave, Mailbox & Numbers	\$409.92
150086	681	CHESTER TECHNOLOGIES	7/11/2005	APC NetShelter Racks-Frame-Hardware-etc, HP Access Points,Proxim Injector	\$1,466.00
150087	682	DEMCO	7/11/2005	Slatwall Book Holders, Restroom Signage, Overhead Cart, Arch Top signs	\$2,373.96
150088	683	GAYLORD BROS.	7/11/2005	Book Trucks-3 - Wh. Bldg. Project	\$1,207.68

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	F4c Total
150089	684	HALLETT & SONS EXPERT MO	7/11/2005	Disassemble, Relocate, reassemble shelving per contract; storage containers and extra labor	\$15,125.00
150090	685	HP PRODUCTS CORP.	7/11/2005	Dust Mop Frame, Dust Mop heads, Sanitary Napkin receptacle/bags, hi-duster - Wh. BLDG Proj.	\$75.76
150091	686	JASPER COUNTY PUBLIC LIBR	7/11/2005	Lee Escrow Retainage-June 2005	\$2,414.30
0	687	JASPER COUNTY PUBLIC LIBR	7/11/2005	Bank Debit-Stop Payment (AgroKey Check #150067	\$21.00
150092	688	KATHRYN WEED	7/11/2005	Coffee Urn - Wh. BLDG Project (Coffee Café)	\$7.00
150093	689	LEE COMPANY, INC.	7/11/2005	Chairs, Listening Station, Gondolas, Table	\$21,728.70
150094	690	QUILL CORPORATION	7/11/2005	Hanging File Folders, Manila Folders- WH. CONSTR. Proj.	\$35.46
150095	691	TROYER GROUP, INC.	7/11/2005	Architect Building Fees-Final Pymt; Architect-Furnishings Prof. Services	\$2,283.00
150096	692	WAL-MART COMMUNITY BRC	7/11/2005	Kids Games/Toys-WH. BLDG. Proj	\$43.88
0	693	PAYROLL	7/8/2005	PAYROLL	\$36,256.92
24227	694	ANTHEM BLUE CROSS AND B	7/8/2005	Health Insurance July '05	\$8,220.30
24228	695	COMCAST	7/8/2005	Wireless Communication 6/15/05-7/14/05;Demotte	\$160.00
24229	696	GREAT-WEST RETIREMENT S	7/8/2005	Withheld from 8 JUL 05 Payroll-11 participants	\$2,418.42
24230	697	JPMORGAN CHASE BANK	7/8/2005	Obligation Bond of 2004	\$110,630.00
24231	698	KANKAKEE VALLEY POST NE	7/8/2005	Annual Subscription Wheat to 7/1/06	\$45.00
24232	699	LA-PORTER FEDERAL CREDIT	7/8/2005	Withheld from 8 JUL 05 Payroll - Davis, Molenaar, Jung, Stringfellow	\$1,216.38
24233	700	NIPSCO	7/8/2005	Wheatfield Utilities 6/1/05-7/1/05	\$800.67
24234	701	SPRINT	7/8/2005	Local Phone Service-Rens JUL '05	\$377.23
0	702	IRS USA TAXPAYMENT	7/11/2005	EFT-Federal & FICA Taxes Withheld from 8 JUL 05 Payroll	\$7,928.17
0	703	INDIANA DEPARTMENT OF RE	7/20/2005	EFT - State & County tax w/held June 2005	\$3,073.23
150097	704	PROFESSIONAL LIBRARY LIFT	7/11/2005	6 ranges of Wheatfield shelves moved	\$900.00
24235	705	NIPSCO	7/8/2005	Wheatfield Utilities 6/1/05-7/5/05 (350 S Bierma St.)	\$1,851.58
24236	706	SPRINT	7/11/2005	Data Line and Payphone - July 2005	\$572.13
24237	707	TOWN OF WHEATFIELD SEW	7/11/2005	Sewer Service - Both Wheatfield Libraries, July 2005	\$74.30
24238	708	TOWN OF DEMOTTE	7/11/2005	DeMotte Lib. Sewer Service- May 2005	\$64.60
24220	709	TYSEN'S FAMILY FOOD CENT	7/14/2005	VOID A/P #670, and Check #24220. Overpayment	(\$16.90)
24239	710	AFLAC	7/25/2005	Aug '05 Premium Supplemental Insurance-6 participants	\$219.30
0	711	PAYROLL	7/25/2005	PAYROLL	\$37,516.84
24240	712	CITY OF RENSSELAER	7/25/2005	Rens. Utilities 6/10/05-7/11/05	\$1,925.67
24241	713	GREAT-WEST RETIREMENT S	7/25/2005	Withheld from 25 JUL 05 Payroll-11 participants	\$2,418.42
24242	714	INDIANAPOLIS STAR	7/25/2005	Annual Subscription 8/15/05-8/13/06;Dem	\$286.00
24243	715	LA-PORTER FEDERAL CREDIT	7/25/2005	Withheld from 25 JUL 05 Payroll - Davis, Molenaar, Jung, Stringfellow	\$1,216.98
24244	716	NIPSCO	7/25/2005	Demotte Utilities 6/8/05-7/8/05 (electric meter not read)	\$20.48
24245	717	SPRINT	7/25/2005	Long Distance Carrier 6/8/05-7/7/05	\$135.20
24246	718	SPRINT	7/25/2005	Dataline & Wheatfield Local Service	\$251.23
0	719	IRS USA TAXPAYMENT	7/26/2005	EFT-Federal & FICA Taxes Withheld from 25 JUL 05 Payroll	\$8,301.81
24248	720	ALLSOURCE TELECOM, LLC	7/28/2005	DX-80 Phone Systems @ Rens. & DeM. Libraries	\$13,727.63

F4d	<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
						Total Amount of Claims \$345,442.35

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, July 29, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$345,442.35

Date this 8th day of August, 2005.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
July 31, 2005

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,837.07	\$20,854.08
DeMotte	\$924.51	\$7,738.98		
Rensselaer	\$1,267.29	\$9,763.32		
Wheatfield	\$645.27	\$3,351.78		
PHOTOCOPIES:			\$615.16	\$4,694.65
DeMotte	\$230.80	\$1,731.56		
Rensselaer	\$274.91	\$2,294.95		
Wheatfield	\$109.45	\$668.14		
CARDS:			\$0.00	\$0.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$0.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$1,182.13	\$4,985.33
Checking/Repurchase/Savings	\$1,182.13	\$4,985.33		
TAXES:			\$2,783.00	\$717,860.47
Property Tax	\$0.00	\$420,616.69		
License Excise Tax	\$0.00	\$42,061.38		
Financial Institution Tax	\$0.00	\$689.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$4,225.90		
Local Option/Certified Shares	\$0.00	\$224,302.50		
Local Option/Property Tax Repl.	\$0.00	\$23,182.00		
State Distribution	\$2,783.00	\$2,783.00		
REFUNDS:			\$2,827.80	\$58,012.80
Rebates/Refund	\$114.00	\$466.68		
Insurance Claim (COBRA Reimbursements)	\$0.00	\$1,193.58		
Meeting Room Rental	\$0.00	\$100.00		
Interfund Reimbursement	\$0.00	\$49,744.00		
Other Reimbursements	\$0.00	\$172.76		
Other Receipts	\$0.00	\$10.26		
Wheatfield Bldg. Sale	\$1,000.00	\$1,000.00		
Equipment Sales	\$0.00	\$155.00		
Grant Reimbursements	\$1,713.80	\$5,170.52		
TOTAL OPERATING FUND RECEIPTS.....			\$10,245.16	\$806,407.33
PLAC FUND:			\$0.00	\$28.00
GIFT FUNDS:			\$139.51	\$6,229.00
DeMotte	\$15.00	\$1,473.27		
Rensselaer	\$45.00	\$4,258.22		
Wheatfield	\$79.51	\$497.51		
LIB. IMPROV. RESERVE FUND: Oper.Transfer.....			\$261.95	\$2,520.17
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$291,891.27
Property Tax	\$0.00	\$262,566.80		
License Excise Tax	\$0.00	\$26,256.48		
Financial Institution Tax	\$0.00	\$430.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$2,637.99		
RAINY DAY FUND:			\$0.00	\$0.00
CAGIT Spec.Distribution (was in OP Fund)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$86.56	\$91,758.13
Interest Earned	\$86.56	\$128.80		
Property Tax	\$0.00	\$82,423.88		
License Excise Tax	\$0.00	\$8,242.34		
Financial Institution Tax	\$0.00	\$135.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$828.11		
HOST/HOSPITALITY FUND:			\$0.00	\$412.88
LEVY EXCESS FUND:			\$0.00	\$0.00
TELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$799.47	\$47,624.89
Int. Earned(Chkg.,CD's,Escrow)	\$799.47	\$26,323.04		
Refund-Utilities	\$0.00	\$21,301.85		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$11,532.65	\$1,246,871.67

WITHHOLDING ACCOUNT FUNDS:

			\$27,634.79	\$189,983.74
FIT Tax Collected	\$5,471.28	\$40,028.80		
FICA Collected	\$5,379.35	\$37,700.92		
State Tax Collected	\$2,377.64	\$16,812.99		
County Tax Collected	\$774.84	\$4,567.95		
Deferred Comp Plan	\$4,836.84	\$33,522.79		
#125 Pre-tax Plan	\$3,455.81	\$22,763.96		
Life/Health Insurance	\$30.80	\$218.12		
PERF	\$2,874.87	\$19,221.60		
Credit Union	\$2,433.36	\$15,146.61		
TOTAL RECEIPTS - ALL FUNDS.....			\$39,167.44	\$1,436,855.41

Voucher List

Report Date: From 8/1/2005 To 8/9/2005

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
24249	721	AARON'S LAWN CARE	8/8/2005	Dem. & Ren. July Mowing	\$255.00
24250	722	ALLSOURCE TELECOM, LLC	8/8/2005	DX-80 Phone and installation-Rens	\$736.67
24251	723	ASI SIGN SYSTEMS	8/8/2005	Spanish Sign-Dem	\$265.00
24252	724	BAKER & TAYLOR	8/8/2005	Books, Continuations, AY, Gift Books, AV Material & Databases	\$8,488.61
24253	725	BBC AUDIOBOOKS AMERICA	8/8/2005	Books	\$40.69
24254	726	BOYCE FORMS/SYSTEMS	8/8/2005	Budget Notice to Taxpayers, General Receipts #4901-5200	\$71.30
24255	727	CAMPBELL PRINTING COMPA	8/8/2005	#10 Envelopes, Letterhead, Business Card Paper	\$269.63
24256	728	CAPITAL ONE, F.S.B.	8/8/2005	Chicago ALA Expenses, Web Page Software, Newbery Seals	\$93.40
24257	729	CDW GOVERNMENT, INC	8/8/2005	CD Rom Drive, Cables, Network Hardware, Receipt Printer	\$789.02
24258	730	CHESTER TECHNOLOGIES	8/8/2005	Technical Support	\$30.00
24259	731	COMCAST	8/8/2005	Wireless Communication 7/15/05-8/14/05; Demotte	\$160.00
24260	732	CULLIGAN	8/8/2005	Aug. Water Cooler Rental & Water	\$52.95
24261	733	DIANA KOOY	8/8/2005	Chicago ALA Expense	\$8.25
24262	734	EMILY WHITLOW	8/8/2005	Mileage-Reader's Advisory Meeting	\$17.82
24264	736	GA FOODS GROUP	8/8/2005	Mgmt. Mtg. Expense	\$13.50
24265	737	GLOBAL EQUIPMENT COMPA	8/8/2005	7 Step Rolling Ladder	\$680.00
24266	738	HERITAGE OFFICE PRODUCT	8/8/2005	Copiers & Service Contract Copiers-Wheat, Postage	\$8,304.96
24267	739	HIGHSMITH CO. INC.	8/8/2005	Reading Certificates; Step Stools-Wh. Bldg Proj; 3-Multi Media Cabinets	\$3,266.95
24268	740	HOP, LLC	8/8/2005	Hooked On Phonics-Learn to Read Deluxe	\$299.95
24269	741	HP PRODUCTS CORP.	8/8/2005	Stride Cleaner, Dust Mop Handle, Stainless Steel Cleaner, Vacuum Hose	\$201.44
24270	742	INCOLSA	8/8/2005	Ency. Britannica, Proquest, Grove Art, Tech. Trendspotting Wrkshp(4), Selecting an Internet Provider Wrkshp	\$5,405.35
24271	743	INDIANA DEPT. OF ENVIRONM	8/8/2005	Public Water Systems Fee - DeMotte Lib.	\$66.67
24272	744	INGRAM	8/8/2005	Books	\$84.72
24273	745	INSPIRATIONAL DISTRIBUTOR	8/8/2005	Books	\$177.76
24274	746	JACK STANDISH	8/8/2005	Mileage, Magazine Holder & Dowel Rods	\$63.30
114	747	JASPER COUNTY PUBLIC LIBR	8/8/2005	Reimburse Operating Fund-Highsmith/3-Multi Media Cabinets-Rens. Lib.	\$2,925.34
24275	748	JENNIFER L.DOUTHIT	8/8/2005	Mileage-Move Furniture to Wheat	\$35.64
24276	749	JILL TACHTIRIS	8/8/2005	Mileage-Incolsa Wrkshp 7/13/05	\$97.20
24277	750	JPMORGAN CHASE BANK,N.A.	8/8/2005	Administrative/Registrar Fees	\$630.00
24278	751	KEM'S TRUSTWORTHY HARD	8/8/2005	Electrical Sockets & screws	\$5.89
24279	752	KEN KING	8/8/2005	Book	\$15.00
24280	753	KIRBY RISK CORPORATION	8/8/2005	Dimmer Switch-Ren	\$62.90
24281	754	LEE COMPANY, INC.	8/8/2005	Comp. Desk, CPU Stand, Printer Table, Childrens Furniture, Display Units, Rocker	\$23,452.20
24282	755	LISA DAVIS	8/8/2005	Mileage-Move Furniture to Wheat, Program Supplies- Health Fair, NNO, Ren. Childrens	\$49.85
24283	756	LYNN DAUGHERTY	8/8/2005	Mileage, Coffee Café Supplies, ALA Expenses, Janitor Supplies	\$163.02
24284	757	MARK SMALL	8/8/2005	Balloon Art Program-Wheat-7/12/2005	\$85.00
24285	758	MARSHALL CAVENDISH CORP	8/8/2005	Books	\$3,594.78
24286	759	MIDWEST TAPE	8/8/2005	DVD's	\$365.83
24287	760	NANETTE SPEACHT	8/8/2005	Open House Supplies-Wheat	\$5.69
24288	761	NORTHWESTERN INDIANA TE	8/8/2005	Dem. Local Phone Service Aug '05	\$140.43
24289	762	OSBY WATER CONDITIONING	8/8/2005	Installation Kinetico Water System-Wheat	\$3,990.00
24290	763	PATTY STRINGFELLOW	8/8/2005	Mileage-Move Furniture, Incolsa Wrkshp Expense	\$23.42

Printed on Tuesday, August 02, 2005

Page 1 of 3

Approved by the State Board Of Accounts for on 12:00:00 AM.

F6b	Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
	24291	764	PEGGY WOODS	8/8/2005	Incolsa Wrkshp Expense	\$5.60
	24292	765	PRECISION CONTROL SYSTE	8/8/2005	Check & Replace valves, repair Reheat Coil Valve-Ren, Check Circ. Breakers for A/C-Dem	\$2,191.20
	24293	766	QUILL CORPORATION	8/8/2005	Office Duster, HP Cartridges, Tape, Stapler, Paper, Envelopes, Index Crds, Pens, Screen Clnr.	\$758.25
	24294	767	RACHAEL CAVINDER	8/8/2005	Mileage-Mgmt. & Mrkt. Meetings	\$26.73
	24295	768	RAND MCNALLY & COMPANY	8/8/2005	Books	\$300.08
	24296	769	RELIANCE LABEL SOLUTIONS,	8/8/2005	Single Bar Code Labels	\$617.42
	24297	770	RENSSELAER REPUBLICAN	8/8/2005	Progress Edition Ad	\$52.00
	24298	771	SECURITY COURIERS CORP.	8/8/2005	Transport Service b/w branches, 7/1-7/22/05	\$1,159.38
	24299	772	SHARON SCHULENBERG	8/8/2005	Fall Festival Supplies-Balloons	\$9.98
	24300	773	SHEILA MAXWELL	8/8/2005	Mileage, Postage, Modem, Expenses for NICCL, Ctrpts. Mtg., Incolsa Wrkshp	\$727.74
	24301	774	SIMPLEXGRINNELL LP	8/8/2005	Small Panel Service-Wheat	\$464.24
	24302	775	SPRINT YELLOW PAGES	8/8/2005	Qtly Billing-Sep-Oct-Nov 2005 Yellow Pages	\$230.25
	24303	776	SUDANCO AFFORDABLE ALTE	8/8/2005	Labels-2 Day Loan & 7 Day Loan	\$31.80
	24304	777	THE LIBRARY CORPORATION	8/8/2005	Tech. Support 9/05-8/06	\$22,132.50
	24305	778	THOMSON GALE	8/8/2005	Small Business Sourcebook & Something About the Author	\$580.50
	24306	779	TOWN OF WHEATFIELD SEW	8/8/2005	Sewer Service - Both Wheatfield Libraries, Aug 2005	\$74.30
	24307	780	TRU-GREEN CHEMLAWN	8/8/2005	Tree Insect/Disease Control Application-Dem Lib.	\$99.00
	24308	781	TYSEN'S COUNTRY GROCERY	8/8/2005	Cleaning Supplies-Works, Endust	\$22.81
	24309	782	TYSEN'S FAMILY FOOD CENT	8/8/2005	Coffee Caf� Supplies, Teen Craft Program-Wheat	\$34.55
	24310	783	UNIQUE MANAGEMENT SERVI	8/8/2005	Collections-Initial & Secondary Placements-Jun '05	\$106.28
	24311	784	WAL-MART COMMUNITY BRC	8/8/2005	AV Material, Timer, Ren. Children Prog. Supplies, Cleaning Supplies	\$401.72
	24312	785	WOOD BROTHERS SEED & LU	8/8/2005	Unfaced Fiberglass Insulation	\$20.27
	150098	786	JASPER COUNTY PUBLIC LIBR	8/8/2005	Reimbursement-Charles Spurgeon/Wages & Benefits Paid 2005	\$17,048.05
	150099	787	JASPER COUNTY PUBLIC LIBR	8/8/2005	Lee Escrow Retainage-July '05	\$2,605.80
	150100	788	TROYER GROUP, INC.	8/8/2005	Architect Reimbursables & Furnishings	\$444.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$115,629.58

hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, August 02, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$115,629.58

Date this 8th day of August, 2005.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for on 12:00:00 AM.

SEPT.

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, September 12, 2005, 7:00 PM Wheatfield Library

Executive Session to interview a prospective Library Director (I.C. 5-14-1.5-6.1b-5). Regular meeting will begin immediately at the conclusion of the Executive Session.

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of July meetings (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Policies for review: (R 14)
- D. Salary Ordinance update (R 7)

General Business

- A. 2005 Budget (R 15)
- B. Wheatfield Annual Report
- C. Wheatfield Library Update (R13-14,R16)
- D. NILBA Dinner report
- E. Downloadable audiobooks (R 15)
- F. Rensselaer carpet (R16-17, R19-20)
- G. New Business

Action
Information
Discussion
Discussion
Discussion
Action
Action

Director's Report (R 13-R17)

Discussion

Items for future Agendas

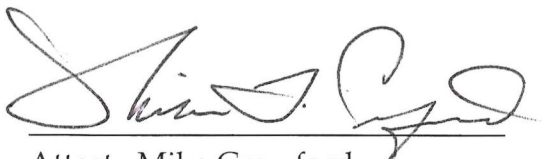
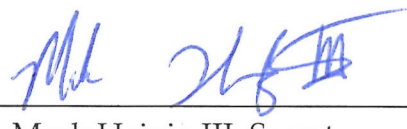
Public Forum

Adjournment

MinutesAugust 29, 2005
Special Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Mike Crawford, Anne-Marie Egan, Mark Heinig, Tim Schultz, Joan Floyd, Lynn Daugherty.

The 2006 Budget Hearing was held at 7:00 PM as advertised. There being no one in attendance to express concern about the budget, the hearing was closed at 7:10 pm and the meeting was adjourned.


Attest: Mike Crawford
Mark Heinig III, Secretary

Minutes

Jasper County Public Library Board of Trustees
7:00 PM

August 8, 2005
Rensselaer Library

Present: Anne-Marie Egan, Mark Heinig III, Tim Schultz Jr., Mike Crawford, Joan Floyd, Sue Deardorff, Mari Anne Sayler, Lynn Daugherty, & Gail Jung

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items, namely, July 2005 Board Minutes, bills, and financial reports, updated Salary Ordinance, and Non-resident Borrowing fee, were all unanimously approved on a motion by S. Deardorff, seconded by A-M Egan.

Gough Escrow Acct: On a motion by J. Floyd, seconded by S. Deardorff, the board authorized the release of money held in escrow for Gough, less the amount for unfinished items plus a fifty percent cushion of that amount. Motion passed.

Wheatfield Library Humidity Issues: High levels of humidity have been evident since even before we moved in. Troyer has been contacted and is working with Bloomfield to resolve the problem that has resulted in damage to the wood ceiling in the Periodical area and some buckling wallpaper in the club house in the Children's area. Troyer's engineering department has determined that the amount of fresh air cfm's brought into the building through the Energy Recovery Unit (ERU) needs to be reduced to the amount needed for a 40-person capacity in the library. Bloomfield is following Troyer's instructions. Responsibility for repairs to building will be addressed once the humidity problem is corrected.

2006 Budget: S. Deardorff moved, seconded by M. Sayler, to advertise the 2006 budgets as presented. Motion passed. Operating Budget is for \$1,800,162, BIRF \$560,810, CPF \$45,000, LIRF for \$32,369, Rainy Day Fund \$0.00.

INCOLSA Representative: L. Daugherty was appointed to continue as the library's representative on a motion by A-M Egan, second by M. Sayler. Motion was unanimously approved.

NILBA Dinner: Reservations must be submitted by August 18th. A-M Egan, S. Deardorff, and L. Daugherty are attending the Aug. 31 meeting at Strongbow Inn in Valpo. The featured speaker is Michael Stephens.

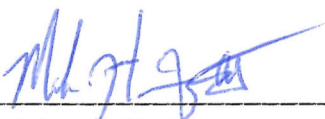
Board Interviews: The board did not conduct an interview at the August Board Meeting because the interviewee was unable to attend. L. Daugherty will clarify with attorney Ed Dumas on the Open Door Law on the legality of interviewing employees for promotion by board members in Executive Session. The board plans to meet in Executive Session at the September 12th Board Meeting for the interview unless it is determined to be illegal.

Special Board Mtg.: Board members will conduct a budget hearing on August 29th at 7:00 PM at the Rensselaer Library. The public is welcome to address the board to voice any objections.

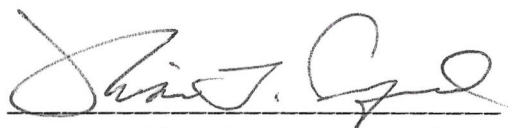
Library Auction: The Town of Wheatfield has selected several library items for purchase. Arrangements have been made with auctioneer Ken Culp to conduct our equipment sale on August 11th at 6:00 PM at the old Wheatfield Library.

Wheatfield Building Sale: Closing date is set for either August 22, 23 or 24th. The board approved authorizing any board member to sign the building sale documents on a motion by S. Deardorff, seconded by M. Heinig. Motion passed.

Adjournment: With no further matters for discussion, the meeting was adjourned at 7:50 PM on a motion by J. Floyd, seconded by M. Heinig.



Mark Heinig III, Secretary



Attest: Mike Crawford, President

August 2005

[illegible]

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	59,015	65,032	33,789
Circulation Increase/Decrease	-7.6%	0.3%	27.7%

MONTHLY SYSTEM STATISTICS	2004	2005	% change
Current month's Circulation	24,555	25,011	1.9%
Jan. to date circulation	214,926	205,101	-4.6%

August 2005

DEMOTTE			RENSSELAER			WHEATFIELD			Total Circ.
Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	59,015	65,032	33,789
Circulation Increase/Decrease	-7.6%	0.3%	27.7%

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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
14,908	14,999	12,458	12,550	9,160	9,216
15,677	15,412	22,032	21,622	8,231	8,239
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
12,175	12,193	13,253	13,333	6,969	7,012
9,188	9,214	7,664	7,690	4,019	4,050
					Fiction
					Nonfiction
					YA BOOKS
1,799	1,814	2,489	2,495	1,423	1,430
617	618	288	290	88	79
					Fiction
					Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	140	140	0	0 Games, Toys
1,820	1,822	2,638	2,657	1,845	1,861
446	447	457	458	336	338
25	25	16	16	1	1 Online Databases
301	300	376	374	217	216
0	0			0	0 Software
2,053	2,052	3,241	3,265	1,290	1,290
119	119	142	142	57	57 Vertical Files
59,128	59,015	65,194	65,032	33,636	33,789
					VHS/DVD
					Equipment
					TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

August 2005

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	147	32	211	46	226	49	584	127
LOCAL HISTORY								
In person	56	16	16	5		0	72	20
Letters written	2	2	10	10		0	12	12
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	479	20	1326	55	1180	49	2985	124
Computer software used	33	3	111	9	89	7	233	19
VCR Use		0		0		0	0	0
Microforms	2	0	10	1		0	12	2
CD ROM/Online databases	119	10	131	11	98	8	348	29
Typewriter use	1	0		0	1	0	2	0
Other equipment used	2	1	1	0		0	3	1
OTHER LIBRARY SERVICES USED								
Outreach activities	40	40	38	25		0	78	52
Notarized documents	9	2	10	3	5	1	24	6
Meeting Room Use (no. of groups)	25	8	21	7	9	3	55	18
Study room use	17	1	21	2	13	1	51	4
Proctoring		0	1	1		0		0
Tax Forms distributed		0	7	0		0	7	0
Pull Requests		0		0		0	0	6
INTERLIBRARY LOANS								
Requests made for:	56	14	105	26	22	6	183	46
Items rec'd for:	61	31	93	47	21	11	175	88
Items requested by other libraries	0		1		0		1	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7625	7876	3284	18785
Non-resident, paying	3	9	1	13
PLAC card users	0	2	0	2
Reciprocal borrowers	381	355	37	773
(Hispanic cards issued)	1	4		5

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
Programs for all ages	1	6	0	0	0	0	1	6
Children's Programs (0-13)		0	4	24	1	6	5	30
Number attending	120		69		10		199	
YA Programs (14-17)		0	0	0	0	0	0	0
Number attending							0	
Adult Programs	1	6	2	12	0	0	3	18
Number attending	64		43		5		112	
Senior Citizen Programs	6	36	3	18	1	6	10	60
Number attending	30		64		6		100	
Total Number of Programs	8	48	9	54	2	12	19	114
Total Persons Attending	214		176		21		411	
Total Attending Same Month Last Yr.	28		233		55		316	
Total Staff Hours Spent		228		301		147		668
Total Number of In-House Programs	2		8		2		12	
Total Attendance	14		119		21		154	
Total Number of Outreach Programs	6		1		0		7	
Total Attendance	200		57		0		257	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7031	73.7%	8033	68.6%	4095	76.6%	19159	72.0%
Corporate	17	0.2%	62	0.5%		0.0%	79	0.3%
Juvenile 0-11	839	8.8%	1275	10.9%	504	9.4%	2618	9.8%
Nonresident No Fee	44	0.5%	176	1.5%	156	2.9%	376	1.4%
Nonresident Fee		0.0%	7	0.1%		0.0%	7	0.0%
Reciprocal	401	4.2%	362	3.1%	26	0.5%	789	3.0%
School		0.0%	12	0.1%		0.0%	12	0.0%
St. Joseph College		0.0%	61	0.5%		0.0%	61	0.2%
State Library Card		0.0%		0.0%		0.0%	0	0.0%
Staff	595	6.2%	670	5.7%	324	6.1%	1589	6.0%
Walking books	70		300	2.6%	68		438	1.6%
YA 12-17	161	1.7%	453	3.9%	64	1.2%	678	3.0%
YA-AV	379	4.0%	304	2.6%	111	2.1%	794	3.0%
Total	9537		11715		5348		26600	
All items borrowed by nonresidents	445	4.7%	618	5.3%	182	3.4%	1245	4.7%

CIRCULATION BY HOLDINGS CODE
August 2005

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)				0
Award Winner JE (DAJE)	15			15
Award Winner JFIC (DAJFIC)	6			6
Award Winner JNF (DAJNF)	6			6
Award Winner JPFIC (DAJBPF)	3			3
Award Winner YAFIC (DAYAF)	5	2		7
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	34	1	1	36
Books on CD (DBKCD)	95	2		97
Books on Tape (DBKT)	117	2		119
Compact Disc (DCD)	424	7	5	436
DVD	982	2	2	986
Equipment (DEQP)	3			3
See librarian (DERR)				0
Express Book (DEXP)	43			43
Fiction (DFIC)	1605	72	23	1700
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	479			479
Juv. Biography (DJBIO)	14		1	15
Juv. Book on CD (DJBKCD)	7			7
Juv. Book on Tape (DJBKT)	73	3		76
Juv. Compact Disc (DJCD)	49	1	1	51
Juvenile Easy (DJE)	786	3	2	791
Juv. Easy Reader (DJER)	402			402
Juv. Fiction (DJFIC)	192	5	3	200
Juv. Holiday books (DJHOL)	10			10
Juv. Magazine (DJMAG)	84			84
Juv. Music Cassette (DJMC)	2			2
Juv. Nonfiction (DJNF)	422	9	4	435
Juv. Nonfic Text Bk (DJNFTB)	1			1
Juv. Paperback fic (DJPBF)	272	1	2	275
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	83	5		88
Large Print Nonfic (DLPNF)	6			6
Magazine (DMAG)	831	5	7	843
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	846	54	34	934
Nonfiction VHS (DNFVHS)	58	8	1	67
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPSJFic)				0
Parent Shelf Juv. NF (DPSJNF)	1			1
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)				0

Reference Software (DRSW)				0
Spanish Collection (DSPA)	9	15	1	25
Software (DSWAR)	122		1	123
Vertical File (DVF)	3		1	4
VHS	697	8		705
YA Biography (DYAB)	2	1		3
YA Books on CD (DYABKCD)	5			5
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	58		3	61
YA Nonfiction (DYANF)	27	1		28
YA Paperback Fic (DYAPBF)	92	3		95
Award Winner JBIO (RAJBIO)		2		2
Award Winner JE (RAJE)		5		5
Award Winner JFIC (RAJFIC)		7		7
Award Winner JNF (RAJNF)				0
Award Winner JPFIC (RAJPBF)		1		1
Award Winner YAFIC (RAYAF)		4		4
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	1	61		62
Books on CD (RBKCD)	1	113	1	115
Books on Tape (RBKT)	2	145		147
Compact Disc (RCD)	6	338	13	357
DVD	6	1658	2	1666
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		74		74
Fiction (RFIC)	37	1435	16	1488
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		1		1
Internet (RINTER)		1326		1326
Juv. Biography (RJBIO)		19		19
Juv. Book on CD (RJBKCD)		10	3	13
Juv. Book on Tape (RJBKT)		37		37
Juv. Compact Disc (RJCD)	2	22		24
Juvenile Easy (RJE)	2	1195	4	1201
Juv. Easy Reader (RJER)		220		220
Juv. Fiction (RJFIC)	7	242	2	251
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		30		30
Juv. Music Cassette (RJMC)		1		1
Juv. Nonfiction (RJNF)	10	620	7	637
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	3	187	2	192
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	10	99		109
Large Print Nonfic (RLPNF)	1	10		11
Magazine (RMAG)	4	339	1	344
Music Cassette (RMCAS)		8		8
Nonfiction (RNFIC)	38	981	22	1041

Nonfiction VHS (RNFVHS)	6	105	1	112
Professional Coll. (RPRO)				0
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)				0
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	2	126	9	137
Software (RSWAR)	2	119		121
Vertical File (RVF)		6		6
VHS	12	765	4	781
YA Biography (RYAB)		10		10
YA Books on CD (RYABKCD)		1	4	
YA Books on Tape (RYABKT)		18		18
YA Fiction (RYAF)	12	160	8	180
YA Nonfiction (RYANF)	1	59	2	62
YA Paperback Fic (RYAPBF)	7	84	2	93
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)			2	2
Award Winner JFIC (WAJFIC)				0
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WBJPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	3	1	29	33
Books on CD (WBKCD)	11	5	83	99
Books on Tape (WBKT)	5	5	34	44
Compact Disc (WCD)	6	22	160	188
DVD	6	4	884	894
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			48	48
Fiction (WFIC)	64	56	740	860
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)				0
Juv. Biography (WJBIO)		1	6	7
Juv. Book on CD (WJBKCD)		2	4	6
Juv. Book on Tape (WJBKT)		6	13	19
Juv. Compact Disc (WJCD)			9	9
Juvenile Easy (WJE)	2	15	588	605
Juv. Easy Reader (WJER)			136	136
Juv. Fiction (WJFIC)	8	9	130	147
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)	2		19	21
Juv. Music Cassette (WJMC)			4	4
Juv. Nonfiction (WJNF)	8	12	347	367
Juv. Nonfic Text Bk (WJNFTB)				0

Juv. Paperback fic (WJPBF)	12	13	120	145
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	2	7	18	27
Large Print Nonfic (WLPNF)		1	6	7
Magazine (WMAG)	1	2	223	226
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	30	32	610	672
Nonfiction VHS (WNFVHS)			24	24
Professional Coll. (WPROF)	1		1	2
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)		45	21	66
Software (WSWAR)	3	1	70	74
Vertical File (WVF)			2	2
VHS	3	3	440	446
YA Biography (WYAB)	1			1
YA Books on CD (WYABKCD)			6	
YA Books on Tape (WYABKT)			2	2
YA Fiction (WYAF)	1	6	62	69
YA Nonfiction (WYANF)			32	32
YA Paperback Fic (WYAPBF)	3	10	68	81
TOTAL	9315	11111	5136	25551

CIRCULATION BY HOLDINGS CODE
August 2005

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	2	0	2
Award Winner JE (AJE)	15	5	2	22
Award Winner JFIC (AJF)	6	7	0	13
Award Winner JNF (AJNF)	6	0	0	6
Award Winner JPFIC (AJPF)	3	1	0	4
Award Winner YAFIC (AYAF)	5	6	0	11
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	38	63	30	131
Books on CD (BKCD)	107	120	84	311
Books on Tape (BKT)	124	170	34	328
Compact Disc (CD)	436	367	178	981
DVD	994	1664	888	3546
Equipment (EQP)	3	0	0	3
See librarian (ERR)	0	0	0	0
Express Book (EXP)	43	74	48	165
Fiction (FIC)	1706	1563	779	4048
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	1	0	1

Internet (INTR)	479	1326	1180	2985
Juv. Biography (JBIO)	14	20	7	41
Juv. Book on CD (JBOD)	7	12	7	26
Juv. Book on Tape (JBKT)	73	46	13	132
Juv. Compact Disc (JCD)	51	23	10	84
Juvenile Easy (JE)	790	1213	594	2597
Juv. Easy Reader (JER)	402	220	136	758
Juv. Fiction (JFIC)	207	256	135	598
Juv. Holiday (JHOL)	10	0	0	10
Juv. Magazine (JMAG)	86	30	19	135
Juv. Music Cassette (JMC)	2	1	4	7
Juv. Nonfiction (JNF)	440	641	358	1439
Juv. Nonfic Text Bk (JNFT)	1	0	0	1
Juv. Paperback fic (JPBF)	287	201	124	612
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	95	111	18	224
Large Print Nonfic (LPNF)	7	11	6	24
Magazine (MAG)	836	346	231	1413
Music Cassette (MCAS)	0	8	0	8
Nonfiction (NFIC)	914	1067	666	2647
Nonfiction VHS (NFVH)	64	113	26	203
Professional Coll. (PROF)	1	0	1	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	1	0	0	1
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	61	93	21	175
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	11	186	31	228
Software (SWAR)	127	120	71	318
Vertical File (VF)	3	6	13	22
VHS	712	776	444	1932
YA Biography (YAB)	3	11	0	14
YA Books on CD (YABKCD)	5	1	10	5
YA Books on Tape (YABKT)	0	18	2	20
YA Fiction (YAF)	71	166	73	310
YA Nonfiction (YANF)	28	60	34	122
YA Paperback Fic (YAPBF)	102	97	70	269
				0
Free reads	222	555	225	1002
Games/Puzzles		23		23
Talking books		26		26
Assignment Shelf Books				0
TOTAL	9598	11826	6572	27985

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2066	2303	1070	5439
Nonfiction	1032	1420	755	3207

CHILDREN'S BOOKS

Fiction	1710	1903	991	4604
Nonfiction	472	663	365	1500

YA BOOKS

Fiction	178	269	143	590
Nonfiction	31	71	34	136
Magazines, Adult	836	346	231	1413
Magazines, Children	86	30	19	135
Games, Toys	0	24	0	24
Sound Recordings, adult	672	710	308	1690
Sound Recordings, ch	133	82	34	249
Online databases	0	0	0	0
Software	127	120	71	318
Vertical file	3	6	13	22
VHS/DVD	1770	2553	1358	5681
Equipment	3	0	0	3
Total	9119	10500	5392	25011

A-V Circulation	2702	3465	1771	7938
A-V Circulation as % of total	29.6%	33.0%	32.8%	31.7%

Salary Ordinance 2005

Update 9/6/05

Name	Classification	Present Hrly Wage	Hrs Worked	Library
Alfaro, Maria	Sub. Janitor	\$8.65	1	W
Broholm, Daniel	Page	\$6.05	20	D
Hamstra, Dyanna	Page	5.95,6.05	10	D
Minix, Marion	Janitor	\$9.00	15	W
Schumacher, Dawn	Janitor	\$8.65	11	W
Bristol, Evelyn	Assistant I	\$9.00	35	D

Maria and Dyanna have resigned. Dan Broholm has taken Dyanna's hours in addition to his own for the time being. Marion Minix has decreased her hours by 10 and we have hired Dawn Schumacher to take the remaining Wheatfield janitor hours.

Evelyn Bristol will replace Mary Herz and Jean Kaluf as Youth Services Assistant at DeMotte. She is currently working with emotionally troubled/disabled teen boys. She has also tutored and coached children. She is CPR certified and has 6 years of Spanish. Her B.A. is from I.U.

We have examined and approved the changes to the 2005 Jasper County Public Library Salary Ordinance. Dated September 12, 2005.

Susan Dearduff

Joan A. Flayd

ML NG

Timothy M. Schults

Marie Marie Egan

SUCCESS OF STAFF IN ANSWERING PATRON REFERENCE QUESTIONS
 Two days in April, May, and June 2004 compared to two days in April, May, and June 2005
 (for Wheatfield, April, May and July)

A Reference Questions Completed

DeMotte:	2004: 99	2005: 99	A	
Rensselaer:	2004: 174	2005: 198		
Wheatfield:	2004: 77	2005: 66	Total: 2004: 350	2005: 363

B Reference Questions Redirected

B1 Intralibrary loan	Subtotal: 2004: 6		2005: 12	
DeMotte:	2004: 1	2005: 7		
Rensselaer:	2004: 1	2005: 4		
Wheatfield:	2004: 4	2005: 1		
B2 Reserved	Subtotal: 2004: 18		2005: 20	
DeMotte:	2004: 11	2005: 15		
Rensselaer:	2004: 4	2005: 1		
Wheatfield:	2004: 3	2005: 4		
B3 Interlibrary loan	Subtotal: 2004: 7		2005: 7	
DeMotte:	2004: 2	2005: 6		
Rensselaer:	2004: 5	2005: 1		
Wheatfield:	2004: 0	2005: 0		
B4 Referred to other agency	Subtotal: 2004: 3		2005: 3	
DeMotte:	2004: 0	2005: 0		
Rensselaer:	2004: 3	2005: 3		
Wheatfield:	2004: 0	2005: 0	Total: 2004: 34	B 2005: 42

C Reference Transactions Not Completed

C1 Material owned, but not available	Subtotal: 2004: 16	2005: 11	
DeMotte: 2004: 5	2005: 3		
Rensselaer: 2004: 1	2005: 6		
Wheatfield: 2004: 10	2005: 2		
C2 Material not owned	Subtotal: 2004: 8	2005: 11	
DeMotte: 2004: 3	2005: 3		
Rensselaer: 2004: 3	2005: 2		
Wheatfield: 2004: 2	2005: 6		
C3 Staff time not available	Subtotal: 2004: 1	2005: 0	
DeMotte: 2004: 0	2005: 0		
Rensselaer: 2004: 0	2005: 0		
Wheatfield: 2004: 1	2005: 0		
C4 Other(e.g. Patron's time constraints)	Subtotal: 2004: 2	2005: 0	C
	Total: (2004: 27)		2005: 22

D Directional Questions

DeMotte:	2004: 140	2005: 197	D	
Rensselaer:	2004: 350	2005: 461		
Wheatfield:	2004: 266	2005: 206	Total: 2004: 756	2005: 864

Copies: DeMotte	2004: 28	2005: 10		
Rensselaer	2004: 11	2005: 4		
Wheatfield	2004: 117	2005: 35	Total 2004: 156	2005: 49

NOTICE TO BIDDERS

NOTICE is hereby given that sealed bids will be received by the Jasper County Public Library Board of Trustees, at the Rensselaer Library, 208 West Susan Street, Rensselaer, Indiana, until 2:00 p.m. local time, Monday, October 3, 2005 for the removal of existing carpeting and vinyl base, preparation of sub-floor, and installation of new carpeting and tile for the Rensselaer Library.

The new carpeting, tile, and work shall be in full accordance with the bidding and contract specifications which are on file with the library and may be examined by prospective bidders at the Rensselaer Library located at 208 W. Susan Street, Rensselaer, Indiana.

All work for this project shall be as outlined in the aforementioned documents and will be under a single prime contract.

The owner reserves the right to accept or reject any bid and to waive any irregularities in the bidding. No bidder may withdraw his bid for the period of 60 calendar days after the date set for bid opening. Bids received after the specified time will be returned unopened. The sealed bids will publicly opened and read aloud immediately thereafter.

Bids must be accompanied by a bid guaranty for not less than 10% of the amount of the total bid. Bidders may submit either a certified or cashier's check or a bid bond attached to the bid form and executed by the bidder and an acceptance surety company payable to the Jasper County Public Library. The failure of any bidder to provide such bid deposit or bond will result in automatic rejection of that bid proposal. A bidder not having its principal place of business in the State of Indiana may submit a bid bond provided the bond is signed by the bidder and by a surety company licensed to do business in the State of Indiana.

Bids shall be properly and completely executed and shall include the standard forms of the State Board of Accounts.

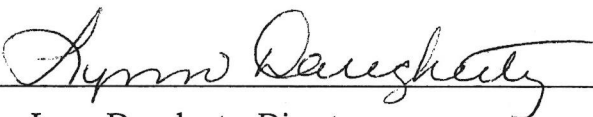
The bond, certified check or cashier's check will be held in escrow by the owner with the understanding that the amount is a measure of the liquidated damages which the owner will sustain by failure, neglect or refusal of the successful bidder to execute and deliver the contract within 60 days after written notification from the owner of the contract award to the successful bidder. No bidder will withdraw, modify or cancel his bid or any part of his bid following its submittal after the hour and date that the bids are due to be received. All bid bonds, certified

checks and cashier's checks shall be made payable to the owner. All checks of unsuccessful bidders will be returned to them by the owner upon the selection of the successful bidder.

The owner will require the successful bidder to provide a performance bond in connection with the work performed hereunder which bond shall be on the standard form issued by the American Institute of Architects and shall be in the amount of the contract.

The contract will be awarded by written notice to the lowest responsible and responsive bidder in accordance with Indiana Law.

JASPER COUNTY PUBLIC LIBRARY

By: 
Lynn Daugherty, Director

JCPL FINANCIAL STATEMENT

F1

August 31, 2005

	<u>Beginning 2005 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$580,559.27	\$146,096.98	\$1,146,045.73	\$258,342.07	\$1,064,749.40	\$499,262.94
Includes Investments of:						
Public Library Access Card Fund	\$26.00	\$0.00	\$54.00	\$0.00	\$28.00	\$0.00
Gift Fund	\$4,067.95	\$59.62	\$3,669.99	\$1,048.00	\$7,277.00	\$7,674.96
DeMotte	\$495.86	\$2.32	\$1,198.90	\$500.00	\$1,973.27	\$1,270.23
Rensselaer	\$2,665.70	\$35.21	\$2,181.60	\$548.00	\$4,806.22	\$5,290.32
Wheatfield	\$906.39	\$22.09	\$289.49	\$0.00	\$497.51	\$1,114.41
Library Improvement Reserve Fund	\$200,712.12	\$2,925.34	\$52,669.34	\$47.08	\$2,567.25	\$150,610.03
Includes Investments of:						
Bond & Interest Redemption Fund	\$24,412.51	\$630.00	\$138,840.00	\$0.00	\$291,891.27	\$177,463.78
Includes Investments of:						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,763.00
Transfer from OPER Fund						
Capital Projects Fund	\$2,716.20	\$38,261.00	\$58,593.51	\$163.40	\$91,921.53	\$36,044.22
Includes Investments of:						
Post/Hospitality Fund	\$0.00	\$0.00	\$412.88	\$95.66	\$508.54	\$95.66
Levy Excess Fund	\$18,864.54	\$0.00	\$0.00	\$0.00	\$0.00	\$18,864.54
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$2,040,731.23	\$150,190.43	\$1,902,650.25	\$636.20	\$48,261.09	\$186,342.07
Includes Investments of:						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,480.47	\$45,509.27	\$5,480.47	\$45,509.27	\$0.00
FICA Tax Collected	\$0.00	\$5,128.40	\$42,829.32	\$5,128.40	\$42,829.32	\$0.00
State Tax Collected	\$2,281.19	\$2,377.64	\$19,094.18	\$2,272.77	\$19,085.76	\$2,272.77
County Tax Collected	\$599.16	\$774.84	\$5,167.11	\$735.49	\$5,303.44	\$735.49
Deferred Comp.	\$0.00	\$4,360.84	\$37,883.63	\$4,360.84	\$37,883.63	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,312.86	\$25,985.53	\$3,295.12	\$26,059.08	\$73.55
Employee Life Insur.	\$0.00	\$30.80	\$248.92	\$30.80	\$248.92	\$0.00
Employee P.E.R.F.	\$7,678.26	\$0.00	\$24,024.99	\$2,440.32	\$21,661.92	\$5,315.19
Credit Union	\$0.00	\$2,376.61	\$17,523.22	\$2,376.61	\$17,523.22	\$0.00
TOTAL ALL FUNDS.....	\$2,913,621.43	\$362,005.83	\$3,521,201.87	\$286,453.23	\$1,723,308.64	\$1,115,728.20

Bank Balances***Jasper County Public Library******Report as of: 8/31/2005***

<i>Bank</i>		
1	Peoples State Bank	\$597,321.30
2	Demotte State Bank	\$6,244.80
3	Peoples State Bank-LIRF Acct	\$25,610.03
4	PSB-LIRF CD#3004376	\$0.00
5	Cash On Hand	\$210.00
6	Peoples State Bank-Construction Ckg.	\$171,501.33
7	PSB-Lee Co. (Escrow)#0326100	\$14,991.65
8	Nat'l City Bank CD#6335171611	\$300,000.00
9	PSB Const.- (6mon) CD#3004279	\$0.00
10	PSB Const.- (6mon) CD#3004260	\$0.00
11	PSB Const.- (6mon) CD#3004252	\$0.00
12	PSB Const.- (6mon) CD#3004244	\$0.00
13	PSB Const.- (6mon) CD#3004236	\$0.00
14	PSB Const.- (9mon) CD#3004228	\$0.00
15	Peoples State Bank-ESCROW Acct	(\$150.91)
<i>Total all banks =</i>		<i>\$1,115,728.20</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 8/1/2005 To 8/31/2005

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,454.00	\$0.00	\$54,454.00	\$4,537.86	\$36,215.35	\$18,238.65	66.5
1.12 SALARY OF ASSISTANTS	\$787,808.00	\$0.00	\$787,808.00	\$61,988.98	\$505,832.41	\$281,975.59	64.2
1.13 WAGES OF JANITORS	\$51,967.00	\$0.00	\$51,967.00	\$3,805.67	\$28,171.05	\$23,795.95	54.2
1.21 EMPLOYER'S SHARE-FICA	\$64,481.00	\$1,201.05	\$65,682.05	\$5,128.40	\$42,829.32	\$22,852.73	65.2
1.22 UNEMPLOYMENT COMPENSATION	\$4,553.00	\$147.00	\$4,700.00	\$0.00	\$4,868.32	(\$168.32)	103.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$43,525.00	\$0.00	\$43,525.00	\$0.00	\$33,466.47	\$10,058.53	76.9
1.24 EMPLOYER'S CONTRIB.- INS.	\$66,666.00	\$1,193.58	\$67,859.58	\$5,010.26	\$40,492.14	\$27,367.44	59.7
1.31 OTHER PERSONAL SERVICES	\$100.00	\$15,700.00	\$15,800.00	\$0.00	\$15,700.00	\$100.00	99.4
Subtotal	\$1,073,554.00	\$18,241.63	\$1,091,795.63	\$80,471.17	\$707,575.06	\$384,220.57	64.8
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$0.00	\$900.00	\$71.30	\$738.84	\$161.16	82.1
2.12 STATIONERY AND PRINTING	\$550.00	\$0.00	\$550.00	\$269.63	\$296.50	\$253.50	53.9
2.13 OTHER OFFICE SUPPLIES	\$9,200.00	\$0.00	\$9,200.00	\$758.25	\$6,527.00	\$2,673.00	70.9
2.21 CLEANING & SANITATION SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$193.99	\$2,304.94	\$2,195.06	51.2
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$10.35	\$1,507.16	\$2,492.84	37.7
2.31 BUILDING MATERIALS & SUPPLIES	\$2,000.00	\$0.00	\$2,000.00	\$20.27	\$333.24	\$1,666.76	16.7
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$100.12	\$198.43	\$201.57	49.6
2.41 LIBRARY SUPPLIES	\$11,700.00	\$40.74	\$11,740.74	\$787.25	\$9,278.28	\$2,462.46	79.0
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$58.84	\$141.16	29.4
Subtotal	\$33,550.00	\$40.74	\$33,590.74	\$2,211.16	\$21,243.23	\$12,347.51	63.2
<i>3. Other Services and Charge</i>							
3.13 LEGAL SERVICES	\$2,507.00	\$0.00	\$2,507.00	\$0.00	\$0.00	\$2,507.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,500.00	\$7,179.00	\$12,679.00	\$115.00	\$12,448.97	\$230.03	98.2
3.21 TELEPHONE	\$5,800.00	\$0.00	\$5,800.00	\$1,104.05	\$6,156.70	(\$356.70)	106.2
3.22 POSTAGE	\$5,500.00	\$3.00	\$5,503.00	\$9.34	\$2,579.30	\$2,923.70	46.9
3.23 MILEAGE	\$7,500.00	\$314.26	\$7,814.26	\$1,037.96	\$5,373.89	\$2,440.37	68.8
3.24 PROFESSIONAL MEETINGS	\$7,500.00	\$93.55	\$7,593.55	\$670.71	\$5,210.32	\$2,383.23	68.6
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$54.45	\$1,288.05	\$511.95	71.6
3.26 NETWORKING	\$15,000.00	\$0.00	\$15,000.00	\$950.99	\$7,575.14	\$7,424.86	50.5
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$98.08	\$1,401.92	6.5
3.32 OTHER PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$72.00	\$72.00	\$478.00	13.1
3.4 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$40,000.00	\$3,815.00	\$43,815.00	\$0.00	\$31,975.23	\$11,839.77	73.0
3.51 GAS	\$42,000.00	\$0.00	\$42,000.00	\$961.72	\$23,083.09	\$18,916.91	55.0
3.52 ELECTRICITY	\$49,000.00	\$0.00	\$49,000.00	\$8,811.86	\$34,605.58	\$14,394.42	70.6
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$173.52	\$750.06	\$249.94	75.0
3.54 WASTE DISPOSAL SERVICES	\$3,200.00	\$0.00	\$3,200.00	\$226.55	\$1,851.59	\$1,348.41	57.9

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.61 BUILDING & STRUCTURES	\$48,000.00	\$42,735.00	\$90,735.00	\$3,009.44	\$71,104.19	\$19,630.81	78.4
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$227.50	\$772.50	22.8
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$9.95	\$147.60	\$152.40	49.2
3.91 DUES	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,830.40	(\$30.40)	101.7
3.93 TAXES & ASSESSMENTS	\$260.00	\$0.00	\$260.00	\$0.00	\$259.64	\$0.36	99.9
3.94 TRANSFER TO LIRF	\$20,524.00	\$0.00	\$20,524.00	\$0.00	\$0.00	\$20,524.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$58,594.00	\$0.00	\$58,594.00	\$23,398.16	\$46,882.11	\$11,711.89	80.0
Subtotal	\$319,555.00	\$54,139.81	\$373,694.81	\$40,605.70	\$253,719.44	\$119,975.37	67.9
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0
4.4 FURNITURE & EQUIPMENT	\$5,940.00	\$9,346.37	\$15,286.37	\$3,268.17	\$9,822.44	\$5,463.93	64.3
4.51 BOOKS	\$139,000.00	\$1,005.45	\$140,005.45	\$9,053.87	\$92,716.59	\$47,288.86	66.2
4.52 PERIODICALS & NEWSPAPERS	\$22,600.00	\$69.95	\$22,669.95	\$0.00	\$16,554.17	\$6,115.78	73.0
4.53 NONPRINTED MATERIALS	\$68,104.00	\$4,116.92	\$72,220.92	\$10,486.91	\$44,414.80	\$27,806.12	61.5
Subtotal	\$236,344.00	\$14,538.69	\$250,882.69	\$22,808.95	\$163,508.00	\$87,374.69	65.2
Grand Total	\$1,663,003.00	\$86,960.87	\$1,749,963.87	\$146,096.98	\$1,146,045.73	\$603,918.14	65.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
8/9/2005	100 OPERATING FUND	1.21 EMPLOYER'S SHARE-FICA	\$1,201.05	FICA-C.Spurgeon 2005 Constr. Fund Reimbursement
8/9/2005	100 OPERATING FUND	1.22 UNEMPLOYMENT COMPENSATION	\$147.00	Unemployment Comp. 2005 - C.Spurgeon, Constr. Fund Reimbursement
3/18/2005	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.- INS.	\$1,193.58	COBRA Reimbursement-K.Woods (Jan-Feb-Mar'05)
8/9/2005	100 OPERATING FUND	1.31 OTHER PERSONAL SERVICES	\$15,700.00	C. Spurgeon wage 2005, Constr. Fund reimbursement
1/3/2005	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	\$40.74	Encumbered from 2004 per Bd. Approval 12/27/04
2/25/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$170.00	Spanish Grant Reimbursement A/P #159 Veronica Rodriguez
3/14/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$6,800.00	LIRF Reimbursement-Prof.Lib.Lift Movers, A/P #242
5/10/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$209.00	Reimbursement-Troyer A/P #437
5/3/2005	100 OPERATING FUND	3.22 POSTAGE	\$3.00	Overpayment on PO Box Rental A/P #240
2/25/2005	100 OPERATING FUND	3.23 MILEAGE	\$125.96	Spanish Grant Reimbursement A/P #146 Sandra Gersbach
6/17/2005	100 OPERATING FUND	3.23 MILEAGE	\$188.30	Spanish Grant Reimbursement-Sandra Gersbach/Mary Herz
6/17/2005	100 OPERATING FUND	3.24 PROFESSIONAL MEETINGS	\$93.55	Spanish Grant Reimbursement-Veronica Rodriguiz
8/22/2005	100 OPERATING FUND	3.42 OTHER INSURANCE	\$3,815.00	Ohio Casualty Group Insurance Refund-A/P #580
3/10/2005	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$34,965.00	LIRF Reimbursement- C.P. Quality Floors, A/P #187
3/10/2005	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$7,770.00	LIRF Reimbursement-C.P. Quality Floors, A/P #187
1/3/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$3,365.85	Encumbered from 2004 per Bd. Approval 12/27/04
4/1/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$50.00	Rebate of EPSON Printer, Amazon.com A/P #2
5/1/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$74.98	Reimbursement-Prof. Lib. Movers for Amazon.com A/P 370
8/9/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$1,964.00	Instruct.Lab Grant Reimbursement-A/P #502 (CDW-G); 506 (Chester's); 518 (Hewlett Packard)
8/9/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$2,925.34	Reimbursed from LIRF Acct. A/P 739 Highsmith Tambour Cabinets
8/9/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$966.20	Mobile Lab Grant Reimbursement-A/P #399 (Dell)/518 (Hewlett Pack.); 609 (Chester's)
2/25/2005	100 OPERATING FUND	4.51 BOOKS	\$334.80	Spanish Grant Reimbursement A/P #133 OCLC
6/17/2005	100 OPERATING FUND	4.51 BOOKS	\$251.01	Spanish Grant Reimbursement-OCLC, B&T
8/9/2005	100 OPERATING FUND	4.51 BOOKS	\$45.47	Spanish Grant Reimb.-B&T
8/9/2005	100 OPERATING FUND	4.51 BOOKS	\$374.17	Spanish Grant Reimb.-B&T, Lectorum, Ollis Bks
8/9/2005	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$69.95	Spanish Grant Reimb. - EVA Subsc.

F3.1b

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/3/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$2,881.45	Encumbered from 2004 per Bd. Approval 12/27/04
2/25/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$47.92	Spanish Grant Reimbursement A/P #133 OCLC
6/17/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$210.07	Spanish Grant Reimbursement-B&T, Library Video
8/9/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$674.00	Instruct.Lab Grant Reimbursement-A/P #501/502 (CDW-G); 504(Centur.Techn);609 (Chester's)
8/9/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$303.48	Spanish Grant Reimb. - Kimbo Educ, Continental Bk, PAC
1/3/2005	130 LIRF FUND	3.14 OTHER PROFESSIONAL SERVICES	\$6,800.00	Encumbered from 2004 per Bd. Approval 12/27/04
1/3/2005	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$42,735.00	Encumbered from 2004 per Bd. Approval 12/27/04
1/11/2005	160 CAPITAL PROJECTS FUND	4.2 BUILDINGS	(\$26,487.00)	Per DLGF 2005 Budget Order
4/13/2005	180 CONSTRUCTION FUND	3.51 GAS	\$6,352.40	Gough reimbursement NIPSCO A/P #282
2/16/2005	180 CONSTRUCTION FUND	3.52 ELECTRICITY	\$14,524.00	Refundable Deposit Ret'd, NIPSCO, A/P #1
4/13/2005	180 CONSTRUCTION FUND	3.52 ELECTRICITY	\$425.45	Gough reimbursement NIPSCO A/P #282
8/4/2005	180 CONSTRUCTION FUND	4.4 FURNITURE & EQUIPMENT	\$70.00	Refund-Hewlett Packard A/P #572 (ProCurve Switch) Ret'd.

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$86,960.87
130	\$49,535.00
160	(\$26,487.00)
180	\$21,371.85

Voucher List

F4a

Jasper County Public Library

Report Date: From 8/1/2005 To 8/31/2005

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
24249	721	AARON'S LAWN CARE	8/8/2005	Dem. & Ren. July Mowing	\$255.00
24250	722	ALLSOURCE TELECOM, LLC	8/8/2005	DX-80 Phone and installation-Rens	\$736.67
24251	723	ASI SIGN SYSTEMS	8/8/2005	Spanish Sign-Dem	\$265.00
24252	724	BAKER & TAYLOR	8/8/2005	Books, Continuations, AY, Gift Books, AV Material & Databases	\$8,488.61
24253	725	BBC AUDIOBOOKS AMERICA	8/8/2005	Books	\$40.69
24254	726	BOYCE FORMS/SYSTEMS	8/8/2005	Budget Notice to Taxpayers, General Receipts #4901-5200	\$71.30
24255	727	CAMPBELL PRINTING COMPA	8/8/2005	#10 Envelopes, Letterhead, Business Card Paper	\$269.63
24256	728	CAPITAL ONE, F.S.B.	8/8/2005	Chicago ALA Expenses, Web Page Software, Newbery Seals	\$93.40
24257	729	CDW GOVERNMENT, INC	8/8/2005	CD Rom Drive, Cables, Network Hardware, Receipt Printer	\$789.02
24258	730	CHESTER TECHNOLOGIES	8/8/2005	Technical Support	\$30.00
24259	731	COMCAST	8/8/2005	Wireless Communication 7/15/05-8/14/05; Demotte	\$160.00
24260	732	CULLIGAN	8/8/2005	Aug. Water Cooler Rental & Water	\$52.95
24261	733	DIANA KOOY	8/8/2005	Chicago ALA Expense	\$8.25
24262	734	EMILY WHITLOW	8/8/2005	Mileage-Reader's Advisory Meeting	\$17.82
24264	736	GA FOODS GROUP	8/8/2005	Mgmt. Mtg. Expense	\$13.50
24265	737	GLOBAL EQUIPMENT COMPA	8/8/2005	7 Step Rolling Ladder	\$680.00
24266	738	HERITAGE OFFICE PRODUCT	8/8/2005	Copiers & Service Contract Copiers-VWheat, Postage	\$8,304.96
24267	739	HIGHSMITH CO. INC.	8/8/2005	Reading Certificates; Step Stools-Wh. Bldg Proj; 3-Multi Media Cabinets	\$3,266.95 321
24268	740	HOP, LLC	8/8/2005	Hooked On Phonics-Learn to Read Deluxe	\$299.95
24269	741	HP PRODUCTS CORP.	8/8/2005	Stride Cleaner, Dust Mop Handle, Stainless Steel Cleaner, Vacuum Hose 11.95	\$201.44
24270	742	INCOLSA	8/8/2005	Ency. Britannica, Proquest, Grove Art, Tech. Trendspotting Wrkshp(4), Selecting an Internet Provider Wrkshp	\$5,405.35
24271	743	INDIANA DEPT. OF ENVIRONM	8/8/2005	Public Water Systems Fee - DeMotte Lib.	\$66.67
24272	744	INGRAM	8/8/2005	Books	\$84.72
24273	745	INSPIRATIONAL DISTRIBUTOR	8/8/2005	Books	\$177.76
24274	746	JACK STANDISH	8/8/2005	Mileage, Magazine Holder & Dowel Rods	\$63.30
114	747	JASPER COUNTY PUBLIC LIBR	8/8/2005	Reimburse Operating Fund-Highsmith/3-Multi Media Cabinets-Rens. Lib.	\$2,925.34
24275	748	JENNIFER L.DOUTHIT	8/8/2005	Mileage-Move Furniture to Wheat	\$35.64
24276	749	JILL TACHTIRIS	8/8/2005	Mileage-Incolsa Wrkshp 7/13/05	\$97.20
24277	750	JPMORGAN CHASE BANK,N.A.	8/8/2005	Administrative/Registrar Fees	\$630.00
24278	751	KEM'S TRUSTWORTHY HARD	8/8/2005	Electrical Sockets & screws	\$5.89
24279	752	KEN KING	8/8/2005	Book	\$15.00
24280	753	KIRBY RISK CORPORATION	8/8/2005	Dimmer Switch-Ren	\$62.90
24281	754	LEE COMPANY, INC.	8/8/2005	Comp. Desk, CPU Stand, Printer Table, Childrens Furniture, Display Units, Rocker	\$23,452.20
24282	755	LISA DAVIS	8/8/2005	Mileage-Move Furniture to Wheat, Program Supplies- Health Fair, NNO, Ren. Childrens	\$49.85
24283	756	LYNN DAUGHERTY	8/8/2005	Mileage, Coffee Café Supplies, ALA Expenses, Janitor Supplies	\$163.02
24284	757	MARK SMALL	8/8/2005	Balloon Art Program-Wheat-7/12/2005	\$85.00
24285	758	MARSHALL CAVENDISH CORP	8/8/2005	Books	\$3,594.78
24286	759	MIDWEST TAPE	8/8/2005	DVD's	\$365.83
24287	760	NANETTE SPEACHT	8/8/2005	Open House Supplies-Wheat	\$5.69
24288	761	NORTHWESTERN INDIANA TE	8/8/2005	Dem. Local Phone Service Aug '05	\$140.43
24289	762	OSBY WATER CONDITIONING	8/8/2005	Installation Kinetico Water System-Wheat	\$3,990.00
24290	763	PATTY STRINGFELLOW	8/8/2005	Mileage-Move Furniture, Incolsa Wrkshp Expense	\$23.42

F4b	Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
	24291	764	PEGGY WOODS	8/8/2005	Incolsa Wrkshp Expense	\$5.60
	24292	765	PRECISION CONTROL SYSTE	8/8/2005	Check & Replace valves, repair Reheat Coil Valve-Ren, Check Circ. Breakers for A/C-Dem	\$2,191.2
	24293	766	QUILL CORPORATION	8/8/2005	Office Duster, HP Cartridges, Tape, Stapler, Paper, Envelopes, Index Crds, Pens, Screen Clnr.	\$758.25
	24294	767	RACHAEL CAVINDER	8/8/2005	Mileage-Mgmt. & Mrkt. Meetings	\$26.73
	24295	768	RAND MCNALLY & COMPANY	8/8/2005	Books	\$300.08
	24296	769	RELIANCE LABEL SOLUTIONS,	8/8/2005	Single Bar Code Labels	\$617.42
	24297	770	RENSSELAER REPUBLICAN	8/8/2005	Progress Edition Ad	\$52.00
	24298	771	SECURITY COURIERS CORP.	8/8/2005	Transport Service b/w branches, 7/1-7/22/05	\$1,159.38
	24299	772	SHARON SCHULENBERG	8/8/2005	Fall Festival Supplies-Balloons	\$9.98
	24300	773	SHEILA MAXWELL	8/8/2005	Mileage, Postage, Modem, Expenses for NICCL, Ctrpts. Mtg., Incolsa Wrkshp	\$727.74
	24301	774	SIMPLEXGRINNELL LP	8/8/2005	Small Panel Service-Wheat	\$464.24
	24302	775	SPRINT YELLOW PAGES	8/8/2005	Qtly Billing-Sep-Oct-Nov 2005 Yellow Pages	\$230.25
	24303	776	SUDANCO AFFORDABLE ALTE	8/8/2005	Labels-2 Day Loan & 7 Day Loan	\$31.80
	24304	777	THE LIBRARY CORPORATION	8/8/2005	Tech. Support 9/05-8/06	\$22,132.50
	24305	778	THOMSON GALE	8/8/2005	Small Business Sourcebook & Something About the Author	\$580.50
	24306	779	TOWN OF WHEATFIELD SEW	8/8/2005	Sewer Service - Both Wheatfield Libraries, Aug 2005	\$74.30
	24307	780	TRU-GREEN CHEMLAWN	8/8/2005	Tree Insect/Disease Control Application-Dem Lib.	\$99.00
	24308	781	TYSEN'S COUNTRY GROCERY	8/8/2005	Cleaning Supplies-Works, Endust	\$22.81
	24309	782	TYSEN'S FAMILY FOOD CENT	8/8/2005	Coffee Caf�� Supplies, Teen Craft Program-Wheat	\$34.55
	24310	783	UNIQUE MANAGEMENT SERVI	8/8/2005	Collections-Initial & Secondary Placements-Jun '05	\$106.28
	24311	784	WAL-MART COMMUNITY BRC	8/8/2005	AV Material, Timer, Ren. Children Prog. Supplies, Cleaning Supplies	\$401.72
	24312	785	WOOD BROTHERS SEED & LU	8/8/2005	Unfaced Fiberglass Insulation	\$20.27
	150098	786	JASPER COUNTY PUBLIC LIBR	8/8/2005	Reimbursement-Charles Spurgeon/Wages & Benefits Paid 2005	\$17,048.05
	150099	787	JASPER COUNTY PUBLIC LIBR	8/8/2005	Lee Escrow Retainage-July '05	\$2,605.80
	150100	788	TROYER GROUP, INC.	8/8/2005	Architect Reimbursables & Furnishings	\$444.00
	0	789	PAYROLL	8/10/2005	PAYROLL	\$36,473.18
	24313	790	ANTHEM BLUE CROSS AND B	8/10/2005	Health Insurance August '05	\$7,829.40
	24314	791	ANTHEM LIFE	8/10/2005	August Premium-24 employees	\$88.69
	24315	792	GREAT-WEST RETIREMENT S	8/10/2005	Withheld from 10 AUG 05 Payroll-10 participants	\$2,180.42
	0	793	INDIANA DEPARTMENT OF RE	8/19/2005	EFT - State & County tax w/held July 2005	\$3,152.48
	0	794	IRS USA TAXPAYMENT	8/11/2005	EFT-Federal & FICA Taxes Withheld from 10 AUG 05 Payroll	\$8,389.88
	24316	795	LA-PORTER FEDERAL CREDIT	8/10/2005	Withheld from 10 AUG 05 Payroll - Davis, Molenaar, Jung, Stringfellow	\$1,159.63
	24317	796	NIPSCO	8/10/2005	Dem. Utilities 6/8/05-7/11/05;Wheat. Utilities 6/13/05-8/3/05	\$5,288.64
	24318	797	TOWN OF DEMOTTE	8/10/2005	DeMotte Lib. Sewer Service- June 2005	\$64.60
	24319	798	VISION SERVICE PLAN- (IN)	8/10/2005	August Premium, Vision	\$127.84
	24320	799	SPRINT	8/10/2005	Dataline, Payphone & Local Rens. Telephone	\$949.36
	0	800	JASPER COUNTY PUBLIC LIBR	8/17/2005	EFT - Bank transfer (Gough Change Order for Art Project)	\$10,000.00
	0	801	GOUGH, INC.	8/17/2005	Escrow Release for Wheatfield Building Construction plus acrued August interest- PSB Cashier's Check #002607 issued.	\$131,903.38
	0	802	GOUGH, INC.	8/17/2005	Balance of ESCROW Acct w/held for shrub and perennial plantings. PSB issued cashier's check #002606	\$795.00
	0	803	PAYROLL	8/25/2005	PAYROLL	\$33,859.33
	24321	804	AFLAC	8/25/2005	Supplemental Insurance-August Premiums w/held from August payrolls	\$219.30
	24322	805	ANTHEM LIFE	8/25/2005	Sep '05 Life Insurance Premium Due - 22 employees	\$88.69
	24323	806	CITY OF RENSSELAER	8/25/2005	Rens. Lib. Utilities-7/11-8/9/05	\$1,895.62
	24324	807	COMCAST	8/25/2005	Wireless Access - DeM. Lib., 8/15-9/14/05	\$160.00
	24325	808	CROWN POINT COMMUNITY L	8/25/2005	NILBA Dinner Mtg. , 8/31/05, Daugherty, Jung, Deardorff, Egan	\$94.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>F4c Total</i>
24326	809	GREAT-WEST RETIREMENT S	8/25/2005	Retirement Plan Contributions, w/held from 25 AUG 05 Payroll - 10 employees	\$2,180.42
24327	810	INDIANA LIBRARY FEDERATIO	8/25/2005	CYPD Conference, 9/25-26/05 - Englemann & Arambula; ILF Reference Div-Tachtiris	\$362.00
0	811	IRS USA TAXPAYMENT	8/26/2005	EFT-FICA & Federal Tax w/held 25 AUG 05 payroll, Ref #00237038	\$7,347.39
24328	812	LA-PORTER FEDERAL CREDIT	8/25/2005	W/held from 25 AUG 05 Payroll, Jung, Stringfellow, Davis, Molenaar	\$1,216.98
24329	813	NIPSCO	8/25/2005	DeMotte Utilities-5/9-8/8/05 (Gas); 7/11-8/8/05 (Elec)	\$2,740.82
24330	814	SPRINT	8/25/2005	Local Phone & Fax Lines, 8/7-9/6/05 - Wheatfield Lib.	\$284.39
24331	815	SPRINT	8/25/2005	Long Distance Calls, 7/8-8/7/05 (Rens-DeM-Wh)	\$130.61
Total Amount of Claims					\$374,611.63

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, September 01, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$374,611.63

Date this 12th day of September, 20 05.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

August 31, 2005

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,695.88	\$23,549.96
DeMotte	\$806.19	\$8,545.17		
Rensselaer	\$1,262.17	\$11,025.49		
Wheatfield	\$627.52	\$3,979.30		
PHOTOCOPIES:			\$671.45	\$5,366.10
DeMotte	\$243.10	\$1,974.66		
Rensselaer	\$308.20	\$2,603.15		
Wheatfield	\$120.15	\$788.29		
CARDS:			\$0.00	\$0.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$0.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$985.88	\$5,971.21
Checking/Repurchase/Savings	\$985.88	\$5,971.21		
TAXES:			\$0.00	\$717,860.47
Property Tax	\$0.00	\$420,616.69		
License Excise Tax	\$0.00	\$42,061.38		
Financial Institution Tax	\$0.00	\$689.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$4,225.90		
Local Option/Certified Shares	\$0.00	\$224,302.50		
Local Option/Property Tax Repl.	\$0.00	\$23,182.00		
State Distribution	\$0.00	\$2,783.00		
REFUNDS:			\$253,988.86	\$312,001.66
Rebates/Refund	\$3,815.00	\$4,281.68		
Insurance Claim (COBRA Reimbursements)	\$0.00	\$1,193.58		
Meeting Room Rental	\$0.00	\$100.00		
Interfund Reimbursement	\$19,973.39	\$69,717.39		
Other Reimbursements	\$1,008.00	\$1,180.76		
Other Receipts	\$0.00	\$10.26		
Wheatfield Bldg. Sale	\$224,986.00	\$225,986.00		
Equipment Sales	\$1,523.00	\$1,678.00		
Grant Reimbursements	\$2,683.47	\$7,853.99		
TOTAL OPERATING FUND RECEIPTS.....			\$258,342.07	\$1,064,749.40
PLAC FUND:			\$0.00	\$28.00
GIFT FUNDS:			\$1,048.00	\$7,277.00
DeMotte	\$500.00	\$1,973.27		
Rensselaer	\$548.00	\$4,806.22		
Wheatfield	\$0.00	\$497.51		
LIB. IMPROV. RESERVE FUND: Oper.Transfer.....			\$47.08	\$2,567.25
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$291,891.27
Property Tax	\$0.00	\$262,566.80		
License Excise Tax	\$0.00	\$26,256.48		
Financial Institution Tax	\$0.00	\$430.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$2,637.99		
RAINY DAY FUND:			\$0.00	\$0.00
CAGIT Spec.Distribution (was in OP Fund)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$163.40	\$91,921.53
Interest Earned	\$163.40	\$292.20		
Property Tax	\$0.00	\$82,423.88		
License Excise Tax	\$0.00	\$8,242.34		
Financial Institution Tax	\$0.00	\$135.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$828.11		
HOST/HOSPITALITY FUND:			\$95.66	\$508.54
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$636.20	\$48,261.09
Int. Earned(Chkg.,CD's,Escrow)	\$566.20	\$26,889.24		
Refund-Utilities	\$70.00	\$21,371.85		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$260,332.41	\$1,507,204.08

F5

WITHHOLDING ACCOUNT FUNDS:

			\$26,120.82	\$216,104.56
FIT Tax Collected	\$5,480.47	\$45,509.27		
FICA Collected	\$5,128.40	\$42,829.32		
State Tax Collected	\$2,272.77	\$19,085.76		
County Tax Collected	\$735.49	\$5,303.44		
Deferred Comp Plan	\$4,360.84	\$37,883.63		
#125 Pre-tax Plan	\$3,295.12	\$26,059.08		
Life/Health Insurance	\$30.80	\$248.92		
PERF	\$2,440.32	\$21,661.92		
Credit Union	\$2,376.61	\$17,523.22		
TOTAL RECEIPTS - ALL FUNDS.....			\$286,453.23	\$1,723,308.64

Voucher List
Jasper County Public Library

Report Date: From 9/1/2005 To 9/12/2005

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
24332	816	A.M. Best Company, Inc.	9/12/2005	2005 Best's Key Rating Guide - annual	\$419.85
24333	817	AARON'S LAWN CARE	9/12/2005	Rens & DeM. Lawn Care-Aug 05	\$675.00
24334	818	ALA/BOOKLIST	9/12/2005	2-Booklist subsc @ DeM. Lib. 8/05-06 (cancelled Feb subs-refunding bal)	\$179.90
24335	819	ALLSOURCE TELECOM, LLC	9/12/2005	Telephone Jack installation @ DeM.	\$93.48
24336	820	AMAZON.COM CREDIT	9/12/2005	Westclox Clock (WH. Bldg Proj)	\$10.70
24337	821	BAKER & TAYLOR	9/12/2005	Books, Gift Books, AV, Continuations	\$11,459.98
24338	822	BETTER CONTAINERS MFG. C	9/12/2005	Love My Library bookbags	\$374.09
24339	823	BIERMA HARDWARE, INC.	9/12/2005	Caution Tape, keyrings-WH. BLDG Proj	\$12.74
24340	824	BLACHLY, TABOR, BOXIK & HA	9/12/2005	Sale of Wheatfield Library @ 170 S. Grace - Legal services rendered	\$335.00
24341	825	BLOOMFIELD CORPORATION	9/12/2005	Diagnostics & Parts; Maintenance Contract-WH. Lib (8/17-05-8/16/06)	\$4,507.00
24342	826	BOOKPAGE	9/12/2005	Bookpage Subsc. 10/05-9/06	\$288.00
24343	827	BOWKER	9/12/2005	Books in Print, 2005-06	\$1,486.67
24344	828	CALIFORNIA LANGUAGE LABO	9/12/2005	Spanish DVD's	\$414.46
24345	829	CAMPBELL PRINTING COMPA	9/12/2005	Overdue Labels	\$351.00
24346	830	CAPITAL ONE, F.S.B.	9/12/2005	Books, Genealogy Wkshp, headphone	\$140.10
24347	831	CDW GOVERNMENT, INC	9/12/2005	4-Western Digital Hard Drives, 80gb replacements	\$257.99
24348	832	CIRCLE R ELECTRIC, INC.	9/12/2005	Install receptacles & People Counter boxes	\$216.25
24349	833	CULLIGAN	9/12/2005	Water Cooler Rental - Sep 2005, Wh. Lib	\$9.95
24350	834	DAN TILLEMA	9/12/2005	Pintail Duck Decoy artwork - Wh. Bldg. Project	\$110.00
24351	835	DEMCO	9/12/2005	Book Pockets; Labels, Vertical Acrylic Sign, Book Repair supplies	\$434.27
24352	836	DIANA KOOY	9/12/2005	Mileage: Mgmt Inst, Bank Deposits, Mgmt Mtg, Appliance shop trip, Wh. Mover checks	\$156.74
24353	837	EMILY WHITLOW	9/12/2005	Mileage - INCOLSA Wkshp	\$76.14
24354	838	FASE-KALUF TV & APPLIANCE	9/12/2005	Headphones	\$14.97
24355	839	GAIL JUNG	9/12/2005	Mileage - NILBA Mtg	\$14.58
24356	840	GAIL JUNG	9/12/2005	DeM. Petty Cash: Postage	\$23.03
24357	841	GOUGH, INC.	9/12/2005	Change Hardware - Doors 110 & 122	\$600.00
24358	842	GREGG HERTZLIEB	9/12/2005	Artwork Judging, WH. Bldg Project	\$200.00
24359	843	HAINES & COMPANY, INC.	9/12/2005	3-Northwest Indiana Directories, Continuations	\$820.50
24360	844	HERRMAN & GOETZ, INC.	9/12/2005	Hydrotherm Boiler repairs @ DeM. Per State Inspector requirements	\$805.17
24361	845	HIGHSMITH CO. INC.	9/12/2005	Laminate Film	\$122.33
24362	846	INCOLSA	9/12/2005	Publisher 2003 Wkshp-Whitlow	\$60.00
24410	847	INDIANA LIBRARY FEDERATIO	9/12/2005	District 1-Daugherty, Cavinder ; District 2-Delger, Tachtiris, VanSchouwen	\$242.00
24364	848	INFORMATION & RECORDS A	9/12/2005	Microfiche repairs - Rens. Lib.	\$656.26
24365	849	INGRAM	9/12/2005	Paperbacks	\$21.80
24366	850	INSPIRATIONAL DISTRIBUTOR	9/12/2005	Chrisitan Books	\$44.88
24367	851	JOHN MACZAK	9/12/2005	Mileage - Transport equipment for sale	\$25.92
24368	852	KANKAKEE VALLEY HIGH SCH	9/12/2005	KV Kougar Illustrated 2005-06 yearbook ad	\$75.00
24369	853	KANKAKEE VALLEY HISTORIC	9/12/2005	Books, DVD	\$87.00
24370	854	KEM'S TRUSTWORTHY HARD	9/12/2005	Exhaust Fan Belt - Rens. Restroom	\$6.49
24371	855	KOLORTECH, INC.	9/12/2005	Fluorescent Lights, 3' and 4'	\$595.48
24372	856	KRISTINE CAPEHART	9/12/2005	Reimbursement less processing fee -Great Authors/Western Literary Tradition Cassettes	\$144.95
24373	857	LISA DAVIS	9/12/2005	Mileage: Circ. Counterparts, Marketing Mtg, Cops Nite Out Prog.	\$62.15

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
24374	858	M. LEE SMITH PUBLISHERS LL	9/12/2005	Employment Law Letter (shared subscription)	\$287.00
24375	859	MARLENE BEEDLE	9/12/2005	Postage-Newspapers for microfilming-DeM. Lib.; Mileage	\$123.40
24376	860	MIDWEST TAPE	9/12/2005	Spanish DVD	\$9.96
24377	861	JESUS DELATORRE	9/12/2005	Spanish Open House DJ - Rens. Lib.	\$70.00
24378	862	NANETTE SPEACHT	9/12/2005	Mileage: Book repair Workshop; Circ. Counterparts Mtg.	\$41.72
24379	863	OCLC/FOREST PRESS	9/12/2005	Books	\$425.00
24380	864	POSTMASTER	9/12/2005	Semi-Annual payment-DeM. Post office box (9/1/05-3/1/05)	\$33.00
24381	865	POSTMASTER GENERAL	9/12/2005	2000 - 37 cent stamps; 40 - \$1 stamps	\$780.00
24382	866	PRECISION CONTROL SYSTE	9/12/2005	3rd Qtr Mtnc; Replaced faulty vortex actuator, water filters & pulley belts-Rens Lib; Short in control circuit, cleaned alarms, water filters - DeM. Lib.	\$4,069.37
24383	867	QUILL CORPORATION	9/12/2005	2006 Appt. Calendar; Glue Sticks, File Frames, Staplers, Toner/Cartridges, Fax Film, Copy Paper, Labels, Storage Boxes, Tape Dispensers, Markers	\$707.46
24384	868	RCHS ATHLETICS	9/12/2005	RCHS Sports Program Ad	\$60.00
24385	869	REBECCA GIBSON	9/12/2005	Mileage: Bd Mtg, Mgmt Mtg.	\$24.30
24386	870	RECORDED BOOKS, LLC	9/12/2005	Audiobooks	\$566.40
24387	871	RELIABLE OFFICE SUPPLIES	9/12/2005	Colored copy Paper, Interdepartmental Envelopes	\$86.02
24388	872	RENSSELAER REPUBLICAN	9/12/2005	Classified Ads: Y.S. Specialist, Y.S. Asst-DeM.; Y.S. Specialist & HR Spec-Rens.; Legals: CPF, 2006 Budgets, Auction	\$758.61
24389	873	SBC YELLOW PAGES WEST	9/12/2005	Fort Wayne phone directory	\$105.54
24390	874	SCHNAIBLE SERVICE & SUPPL	9/12/2005	Trash bag liners, M-Folds, Paper Towels, Kleenex, Jumbo TP, latex gloves	\$471.77
24391	875	SECURITY COURIERS CORP.	9/12/2005	Courier Service b/w branches, 7/29-8/26/05	\$1,547.55
24392	876	SENSOURCE	9/12/2005	People Counter-Wh. BLDG Project	\$244.00
24393	877	SHOWCASES	9/12/2005	CD Jewel Case LIDS	\$33.48
24394	878	SPRINT	9/12/2005	Payphone-Rens. Lib.	\$51.13
24395	879	THOMSON GALE	9/12/2005	Country World Leaders; Something/Author; Dir Public Broadcast Media; Harry Potter bks, Nora Roberts bks	\$1,439.38
24396	880	UNIQUE MANAGEMENT SERVI	9/12/2005	Initial & Secondary Placements-July 2005	\$177.52
24397	881	VERONICA RODRIGUEZ	9/12/2005	Translation Services	\$107.50
24398	882	VIKING OFFICE PRODUCTS	9/12/2005	Color Copy Paper	\$64.02
24399	883	WAL-MART COMMUNITY BRC	9/12/2005	Face Paint, video, Spanish Open House supplies, craft items	\$48.09
24400	884	ZIESE PLUMBING, HEATING, &	9/12/2005	Copper water line replaced in Mech. Room-Rens. Lib.	\$76.00
24401	885	RACHAEL CAVINDER	9/12/2005	Mileage: Lap-sit Wkshp; Bank deposits	\$115.83
0	886	PAYROLL	9/9/2005	PAYROLL	\$36,034.04
24402	887	ANTHEM BLUE CROSS AND B	9/9/2005	Health Insurance September '05	\$7,829.40
24403	888	GREAT-WEST RETIREMENT S	9/9/2005	Retirement Plan Contributions, w/held from 09 SEP 05 Payroll - 10 employees	\$2,180.42
24404	889	LA-PORTER FEDERAL CREDIT	9/9/2005	W/held from 09 SEP 05 Payroll, Jung, Stringfellow, Davis, Molenaar,Arambula	\$1,480.26
24405	890	NIPSCO	9/9/2005	Wheatfield Utilities 8/3-8/31/05	\$2,059.92
24406	891	NORTHWESTERN INDIANA TE	9/9/2005	Dem. Local Phone Service Sep '05	\$140.63
24407	892	VISION SERVICE PLAN- (IN)	9/9/2005	September Premium, Vision	\$100.00
24408	893	TOWN OF DEMOTTE	9/9/2005	DeMotte Lib. Sewer Service- July 2005	\$66.50
24409	894	TOWN OF WHEATFIELD SEW	9/9/2005	Sewer Service Wheatfield Library Sep 2005	\$41.05
0	896	IRS USA TAXPAYMENT	9/12/2005	EFT-FICA & Federal Tax w/held 09 SEP 05	\$7,819.37

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$96,907.49

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, September 12, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$96,907.49**

Date this 12th day of September, 20 05.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OCT.

AGENDA

**Jasper County Public Library Board of Trustees Monthly Meeting
Monday, October 10, 2005, 7:00 PM
Rensselaer Library**

Executive Session to receive information about and interview a prospective Library Director (I.C. 5-14-1.5-6.1b-5). Regular meeting will begin immediately at the conclusion of the Executive Session.

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of September meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Policies for review: (R 13)
- D. Salary Ordinance update (R 7)

General Business

- | | |
|---|------------|
| A. Rensselaer Carpeting Project (R 11-12) | Action |
| C. Wheatfield gutters (R 14) | Action |
| D. Wheatfield furniture sale (R 15) | Action |
| E. Arrowhead collection (R 15) | Discussion |
| F. New Business | Action |

Director's Report (R 13-R17)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes
Jasper County Public Library Board of Trustees
Executive Session
7:00 PM

September 12, 2005
Wheatfield Library

Present: Anne-Marie Egan, Mark Heinig III, Tim Schultz Jr., Mike Crawford, Joan Floyd, Sue Deardorff, & Patty Stringfellow. Absent: Mari Anne Sayler

The board met in closed session to interview an applicant for the position of library director. No other business was discussed. The board adjourned at 7:45 PM.

Regular Meeting convened following the Executive Session.

Present: Anne-Marie Egan, Mark Heinig III, Tim Schultz Jr., Mike Crawford, Joan Floyd, Sue Deardorff, Diana Kooy, Rachael Cavinder, Lynn Daugherty, & Gail Jung.
Absent: MariAnne Sayler

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items, namely, August 2005 Board Minutes, bills, and financial reports, updated Salary Ordinance, with no changes to Group Visit Policy and Board & Staff Privileges Policy, were all unanimously approved on a motion by M. Heinig, seconded by J. Floyd.

2006 Budget: S. Deardorff made a motion to adopt the \$1,800,163 Operating Budget, \$560,810 for BIRF, \$45,000 budget for CPF, and a \$32,369 LIRF Budget. A-M Egan seconded the motion. Motion passed unanimously.

Wheatfield Annual Reports: Staff is acclimated now to their new surroundings. Things have quieted down a bit since we opened especially with school starting. New card registrations are still up. Patrons are enjoying the coffee café with a book or a morning read. The multi-use computers are being received very well by patrons requiring less staff time to monitor. Study Room is frequently in use. Top programs attracting the most patrons are the book discussion, painting classes, quilt classes, flower arranging, and an Indiana author visit. The wireless network has been used inside the library a couple of times. It is shut down when we are closed to prevent printing. The development of a wetland area on the south side of the

building is in the beginning stages. We look forward to it becoming a reality. The community is quite 'wowed' by this attractive and functional building and very proud of it to say the least.

R. Cavinder, Youth Services Specialist, has completed her first full year in this position. The 3-5 yr old Storytime has grown into two sessions for the first time ever. Summer Reading program was delayed this year with the hustle of moving into a new building; however, we still had 59 kids (K-4th grade) who completed the program. In addition we offered 4-12 grades a summer reading program with four weeks of programs to enjoy with 10 students completing the program. The children's dept hopes to offer a lap-sit Storytime for 1 yr olds in 2006. We continue to visit the schools and read, hand out library card applications, have coloring contests, show kids movies, do book talks, offer teen read week and children's book week to attract the youth to the library.

Wheatfield Library Building Update: A couple of landscaped areas are being washed away by rains coming down off the roof. Gutters or a stone pad were suggested to alleviate the problem. T. Schultz moved to spend no more than \$500 for gutters and installation for these areas. A-M Egan seconded the motion. Motion passed.

The sidewalk just north of the south entry driveway has been mistakenly perceived as another driveway. Estimates for shrubs and plantings to create more of a visual barrier will be obtained in an effort to correct this problem.

The art committee recommended that three paintings be reframed. The board gave a vote of confidence to L. Daugherty to determine if it would be more appealing to do so. A significant arrowhead collection is being donated to the Wheatfield Library by Ruth Wallace. State Archeologist will be assisting in labeling the artifacts and recommend a display case. Most all of the arrowheads were found in Jasper County.

Town of Wheatfield selected two desks (1-L-shaped, 1 small office), 53 (desk & meeting room) chairs, and eight assorted tables to purchase from the library. S. Deardorff moved, seconded by M. Heinig, to accept a bid of no less than \$750 for the furniture. Motion passed.

NILBA Report: M. Stephens, featured speaker, stressed the importance of keeping the library in trend with technology. The I-pod is coming to the forefront as the preferable

choice for downloadable audiobooks. Patrons expect the library to be able to offer them the technology that we live with today. The board felt that JCPL was on the cutting edge and doing well in this respect.

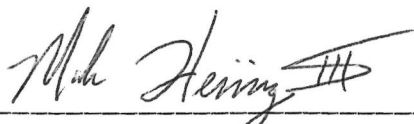
Rensselaer Carpet Project: Specs have been completed and reviewed for the carpet for the Rensselaer Library. On a motion by J. Floyd, seconded by A-M Egan, the board accepted a resolution to advertise for carpeting bids. Motion passed.

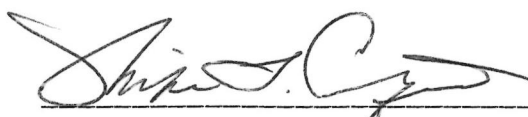
Internet T-1 Line: Libraries will need to find a new ISP after June 30, 2006. Intelenet will no longer be able to offer libraries a T-1 line. We are exploring several options, one of which is to join the newly formed IN State Library Consortium by September 30th. IHETS is also expected to offer something for libraries as well, but details have not been worked out yet. We have received good support through IHETS in the past. On a motion by S. Deardorff, seconded by M. Heinig, the board agreed to sign the commitment to join the consortium, but gave the library director the flexibility to research and select an alternative solution before that deadline. Motion passed.

New Business: The board approved a motion by S. Deardorff, seconded by A-M Egan, to hire Patty Stringfellow as the new library director beginning January 2006. A-M Egan moved, seconded by S. Deardorff, to offer Patty Stringfellow a salary of \$46,000 for 2006. The Board President will write and mail an official job offer letter to her.

Courier Service: The library director reported because of escalating costs the library will be discontinuing our contract with Security Couriers effective October 2, 2005. We are hiring an experienced courier driver to transport materials between our three libraries. Our insurance company completed and okayed the background check of his driving record.

Adjournment: With no further matters for discussion, the meeting was adjourned at 8:55 PM on a motion A-M Egan, seconded by M. Heinig.


Mark Heinig III, Secretary


Attest: Mike Crawford, President

September 2005

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Total Circ.
XX										
ADULT BOOKS										
Fiction	121	81	1,870	87	44	2,123	90	0	1,062	5,055
Nonfiction	129	73	1,197	77	56	1,163	35	8	668	3,028
CHILDREN'S BKS										
Fiction	120	18	1,563	78	78	2,029	53	0	1,128	4,720
Nonfiction	15	0	565	18	3	791	19	12	329	1,685
YA BOOKS										
Fiction	12	0	123	11	14	210	4	0	92	425
Nonfiction	16	0	20	3	0	55	1	0	28	103
Magazines,Adult			921			280			276	1,477
Magazines, Child			63			22			32	117
Games, Toys			0			5			0	5
Sound Rec/Adult	34	0	533	20	0	627	23	0	410	1,570
Sound Rec/Child	5	0	91	0	0	82	0	0	55	228
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	0	0	109	0	0	87	0	1	77	273
Vertical Files	0	0	6	0	0	7	0	0	1	14
VHS/DVD	15	0	1,509	102	0	2,218	61	1	1,194	4,921
Equipment			1						0	1
TOTAL	467	172	8,571	396	195	9,699	286	22	5,352	23,622

END OF MONTH:

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	59,310	65,233	34,053
Circulation Increase/Decrease	-14.8%	-5.4%	21.9%

MONTHLY SYSTEM STATISTICS

MONTHLY SYSTEM STATISTICS	2004	2005	% change
Current month's Circulation	24,703	23,622	-4.4%
Jan. to date circulation	239,629	228,723	-4.6%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
14,999	15,039	12,550	12,593	9,216	9,306
15,412	15,468	21,622	21,643	8,239	8,266
Fiction					
Nonfiction					
CHILDREN'S BKS					
12,193	12,295	13,333	13,333	7,012	7,065
9,214	9,229	7,690	7,705	4,050	4,057
Fiction					
Nonfiction					
YA BOOKS					
1,814	1,826	2,495	2,492	1,430	1,434
618	634	290	293	79	80
Fiction					
Nonfiction					
0 Magazines,Adult					
0 Magazines, Child					
0	0	140	140	0	0
Games, Toys					
1,822	1,856	2,657	2,677	1,861	1,884
Sound Rec/Adult					
447	452	458	458	338	338
Sound Rec/Child					
25	25	16	16	1	1
Online Databases					
300	300	374	374	216	215
Software					
0	0			0	0
Vertical Files					
2,052	2,067	3,265	3,367	1,290	1,350
VHS/DVD					
119	119	142	142	57	57
Equipment					
59,015	59,310	65,032	65,233	33,789	34,053
TOTAL					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

September 2005

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	122	26	197	43	196	42	515	112
LOCAL HISTORY								
In person	1	0	16	5		0	17	5
Letters written	2	2	7	7		0	9	9
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	386	16	990	41	1050	44	2426	101
Computer software used	48	4	77	6	138	12	263	22
VCR Use		0		0	2	0	2	0
Microforms		0	33	4		0	33	4
CD ROM/Online databases	105	9	150	13	82	7	337	28
Typewriter use	1	0		0		0	1	0
Other equipment used	4	1	1	0	2	1	7	2
OTHER LIBRARY SERVICES USED								
Outreach activities	9	9	32	21		0	41	27
Notarized documents	4	1	2	1	1	0	7	2
Meeting Room Use (no. of groups)	40	13	24	8	24	8	88	29
Study room use	16	1	19	2	7	1	42	4
Proctoring		0	3	2		0		0
Tax Forms distributed		0		0		0	0	0
Pull Requests		0		0		0	0	18
INTERLIBRARY LOANS								
Requests made for:	75	19	100	25	30	8	205	51
Items rec'd for:	73	37	78	39	19	10	170	85
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7701	8008	3361	19070
Non-resident, paying	3	9	1	13
PLAC card users	0	2	0	2
Reciprocal borrowers	390	360	37	787
(Hispanic cards issued)	1	4	0	5

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
Programs for all ages	0	0	3	18	0	0	3	18
Children's Programs (0-13)	6	36	8	48	8	48	22	132
Number attending	262		333		399		994	
YA Programs (14-17)	0	0	0	0	1	6	1	6
Number attending	0		54		10		64	
Adult Programs	1	6	2	12	0	0	3	18
Number attending	78		134		17		229	
Senior Citizen Programs	9	54	6	36	1	6	16	96
Number attending	59		113		6		178	
Total Number of Programs	16	96	19	114	10	60	45	270
Total Persons Attending	399		634		432		1465	
Total Attending Same Month Last Yr.	705		629		13		1347	
Total Staff Hours Spent		235		330		191		770
Total Number of In-House Programs	11		18		10		39	
Total Attendance	377		531		432		1340	
Total Number of Outreach Programs	5		1		0		6	
Total Attendance	22		103		0		125	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items	% of	Items	% of	Items	% of	Items	% of
	Loaned	Total	Loaned	Total	Loaned	Total	Loaned	Total
Adult	6299	71.9%	7276	68.6%	3803	74.2%	17378	71.8%
Corporate	225	2.6%	24	0.2%		0.0%	249	1.0%
Juvenile 0-11	723	8.3%	1464	13.8%	460	9.0%	2647	10.9%
Nonresident No Fee	36	0.4%	255	2.4%	187	3.6%	478	2.0%
Nonresident Fee		0.0%	11	0.1%		0.0%	11	0.0%
Reciprocal	341	3.9%	274	2.6%	55	1.1%	670	2.8%
School		0.0%	14	0.1%		0.0%	14	0.1%
St. Joseph College	1	0.0%	114	1.1%		0.0%	115	0.5%
State Library Card		0.0%		0.0%		0.0%	0	0.0%
Staff	490	5.6%	567	5.3%	440	8.6%	1497	6.2%
Walking books	201		63	0.6%		0.0%		
YA 12-17	114	1.3%	320	3.0%	45	0.9%	479	2.8%
YA-AV	326	3.7%	219	2.1%	136	2.7%	681	2.8%
Total	8756		10601		5126		24219	
All items borrowed by nonresidents	378	4.3%	668	6.3%	242	4.7%	1288	5.3%

CIRCULATION BY HOLDINGS CODE
September 2005

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	1			1
Award Winner JE (DAJE)	11			11
Award Winner JFIC (DAJFIC)	13			13
Award Winner JNF (DAJNF)	4			4
Award Winner JPFIC (DAJBPF)	5			5
Award Winner YAFIC (DAYAF)	5	1	1	7
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	29	5	2	36
Books on CD (DBKCD)	61	3	1	65
Books on Tape (DBKT)	80	6	1	87
Compact Disc (DCD)	360	7	2	369
DVD	839		1	840
Equipment (DEQP)	1			1
See librarian (DERR)				0
Express Book (DEXP)	46			46
Fiction (DFIC)	1322	50	31	1403
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	386			386
Juv. Biography (DJBIO)	32	1		33
Juv. Book on CD (DJBKCD)	7		1	8
Juv. Book on Tape (DJBKT)	45	1		46
Juv. Compact Disc (DJCD)	34			34
Juvenile Easy (DJE)	892	5	6	903
Juv. Easy Reader (DJER)	266		5	271
Juv. Fiction (DJFIC)	118	3	2	123
Juv. Holiday books (DJHOL)	27			27
Juv. Magazine (DJMAG)	63			63
Juv. Music Cassette (DJMC)	2			2
Juv. Nonfiction (DJNF)	469	7	5	481
Juv. Nonfic Text Bk (DJNFTB)	6			6
Juv. Paperback fic (DJPBF)	183	1	1	185
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	90	2		92
Large Print Nonfic (DLPNF)	5			5
Magazine (DMAG)	919	1	18	938
Music Cassette (DMCAS)	1			1
Nonfiction (DNFIC)	925	44	24	993
Nonfiction VHS (DNFVHS)	56			56
Professional Coll. (DPROF)		1		1
Parent Shelf Juv. Fic (DPSJFic)	1			1
Parent Shelf Juv. NF (DPSJNF)	5	1		6
Parent Shelf Ref (DPREF)				0
Reference (DREF)	1			1
Ref. Magazine (DRMAG)				0

Reference Software (DRSW)				0
Spanish Collection (DSPA)	70			70
Software (DSWAR)	103		1	104
Vertical File (DVF)	6			6
VHS	588	11	3	602
YA Biography (DYAB)	1	1		2
YA Books on CD (DYABKCD)	1			1
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	43	2	2	47
YA Nonfiction (DYANF)	16	1	1	18
YA Paperback Fic (DYAPBF)	68	1		69
Award Winner JBIO (RAJBIO)		3		3
Award Winner JE (RAJE)		11		11
Award Winner JFIC (RAJFIC)		2		2
Award Winner JNF (RAJNF)		1		1
Award Winner JPFIC (RAJPBF)		1		1
Award Winner YAFIC (RAYAF)		1		1
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	6	68		74
Books on CD (RBKCD)	2	114	3	119
Books on Tape (RBKT)		127	4	131
Compact Disc (RCD)	9	310	6	325
DVD	10	1436	1	1447
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)	1	55		56
Fiction (RFIC)	42	1273	20	1335
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)				0
Internet (RINTER)		990		990
Juv. Biography (RJBIO)		41		41
Juv. Book on CD (RJBKCD)		18	1	19
Juv. Book on Tape (RJBKT)		33		33
Juv. Compact Disc (RJCD)		29		29
Juvenile Easy (RJE)	24	1381	7	1412
Juv. Easy Reader (RJER)	1	247		248
Juv. Fiction (RJFIC)	8	206	1	215
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		22		22
Juv. Music Cassette (RJMC)		1		1
Juv. Nonfiction (RJNF)	6	733	4	743
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	2	162	3	167
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	14	69		83
Large Print Nonfic (RLPNF)		4	1	5
Magazine (RMAG)		279		279
Music Cassette (RMCAS)		6		6
Nonfiction (RNFIC)	49	878	18	945

Nonfiction VHS (RNFVHS)	2	119		121
Professional Coll. (RPRO)				0
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)				0
Parent Shelf Ref (PREF)		1		1
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	1	43		44
Software (RSWAR)	2	87	2	91
Vertical File (RVF)		3		3
VHS	5	643	1	649
YA Biography (RYAB)		11		11
YA Books on CD (RYABKCD)		1		1
YA Books on Tape (RYABKT)		11		11
YA Fiction (RYAF)	3	109	2	114
YA Nonfiction (RYANF)	2	42	1	45
YA Paperback Fic (RYAPBF)	1	90		91
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)			3	3
Award Winner JFIC (WAJFIC)				0
Award Winner JNF (WAJNF)			1	1
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)			1	1
Award Winner YAPFIC (WAYPBF)			1	1
Biography (WBIO)	2	2	34	38
Books on CD (WBKCD)	10	5	84	99
Books on Tape (WBKT)	1	4	39	44
Compact Disc (WCD)	8	21	263	292
DVD	7	4	738	749
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			34	34
Fiction (WFIC)	79	42	728	849
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			1050	1050
Juv. Biography (WJBIO)			31	31
Juv. Book on CD (WJBKCD)	1		3	4
Juv. Book on Tape (WJBKT)	2		22	24
Juv. Compact Disc (WJCD)			23	23
Juvenile Easy (WJE)	21	8	749	778
Juv. Easy Reader (WJER)	10		119	129
Juv. Fiction (WJFIC)	5	2	124	131
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			32	32
Juv. Music Cassette (WJMC)			5	5
Juv. Nonfiction (WJNF)	15	4	288	307
Juv. Nonfic Text Bk (WJNFTB)				0

Juv. Paperback fic (WJPBF)	3		108	111
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	2	14	38	54
Large Print Nonfic (WLPNF)	1		5	6
Magazine (WMAG)	2		258	260
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	33	37	561	631
Nonfiction VHS (WNFVHS)	2	1	35	38
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)	2	2	4	8
Software (WSWAR)	4		74	78
Vertical File (WVF)			1	1
VHS		4	415	419
YA Biography (WYAB)	1		2	3
YA Books on CD (WYABKCD)		1	3	4
YA Books on Tape (WYABKT)			4	4
YA Fiction (WYAF)	3	6	48	57
YA Nonfiction (WYANF)			24	24
YA Paperback Fic (WYAPBF)			37	37
TOTAL	8610	9973	6172	24755

CIRCULATION BY HOLDINGS CODE
September 2005

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	1	3	0	4
Award Winner JE (AJE)	11	11	3	25
Award Winner JFIC (AJF)	13	2	0	15
Award Winner JNF (AJNF)	4	1	1	6
Award Winner JPFIC (AJPF)	5	1	0	6
Award Winner YAFIC (AYAF)	5	2	2	9
Award Winner YAPFIC (YAYPBF)	0	0	1	1
Biography (BIO)	37	75	36	148
Books on CD (BKCD)	73	122	88	283
Books on Tape (BKT)	81	148	44	273
Compact Disc (CD)	377	338	271	986
DVD	856	1440	740	3036
Equipment (EQP)	1	0	0	1
See librarian (ERR)	0	0	0	0
Express Book (EXP)	47	55	34	136
Fiction (FIC)	1443	1365	779	3587
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	0	0	0

Internet (INTR)	386	990	1050	2426
Juv. Biography (JBIO)	32	42	31	105
Juv. Book on CD (JBCD)	8	18	5	31
Juv. Book on Tape (JBKT)	47	34	22	103
Juv. Compact Disc (JCD)	34	29	23	86
Juvenile Easy (JE)	937	1394	762	3093
Juv. Easy Reader (JER)	277	247	124	648
Juv. Fiction (JFIC)	131	211	127	469
Juv. Holiday (JHOL)	27	0	0	27
Juv. Magazine (JMAG)	63	22	32	117
Juv. Music Cassette (JMC)	2	1	5	8
Juv. Nonfiction (JNF)	490	744	297	1531
Juv. Nonfic Text Bk (JNFT)	6	0	0	6
Juv. Paperback fic (JPBF)	188	163	112	463
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	106	85	38	229
Large Print Nonfic (LPNF)	6	4	6	16
Magazine (MAG)	921	280	276	1477
Music Cassette (MCAS)	1	6	0	7
Nonfiction (NFIC)	1007	959	603	2569
Nonfiction VHS (NFVH)	60	120	35	215
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	1	0	0	1
Parent Shelf Juv. NF (PSJNF)	5	1	0	6
Parent Shelf Ref (PREF)	0	1	0	1
Reference (REF)	74	78	19	171
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	73	45	4	122
Software (SWAR)	109	87	77	273
Vertical File (VF)	6	7	1	14
VHS	593	658	419	1670
YA Biography (YAB)	2	12	2	16
YA Books on CD (YABKCD)	1	2	3	6
YA Books on Tape (YABKT)	0	11	4	15
YA Fiction (YAF)	49	117	52	218
YA Nonfiction (YANF)	18	43	26	87
YA Paperback Fic (YAPBF)	69	91	37	197
				0
Free reads	274	618	211	1103
Games/Puzzles		5		5
Talking books				0
Assignment Shelf Books				0
TOTAL	8957	10689	6402	26048

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1870	2123	1062	5055
Nonfiction	1197	1163	668	3028

CHILDREN'S BOOKS

Fiction	1563	2029	1128	4720
Nonfiction	565	791	329	1685

YA BOOKS

Fiction	123	210	92	425
Nonfiction	20	55	28	103
Magazines, Adult	921	280	276	1477
Magazines, Children	63	22	32	117
Games, Toys	0	5	0	5
Sound Recordings, adult	533	627	410	1570
Sound Recordings, ch	91	82	55	228
Online databases	0	0	0	0
Software	109	87	77	273
Vertical file	6	7	1	14
VHS/DVD	1509	2218	1194	4921
Equipment	1	0	0	1
Total	8571	9699	5352	23622

A-V Circulation	2242	3014	1736	6992
A-V Circulation as % of total	26.2%	31.1%	32.4%	29.6%

Salary Ordinance 2005
Update 10/10/05

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date
Spannon, Charlene	HR Specialist	\$9.58	12	R	9/27/2005
Young, Ed	Courier	\$10.00	10	R	10/3/2005

Charlene has been hired to help Gail with her duties. She will be in training for the remainder of the year so that in January she will be fully prepared to help Gail with year end reporting and preparation for the new year.

We have ended our contract with Security Couriers for daily courier service between branches and have hired our former courier Ed Young to work for us. This change should save us approximately \$1000 per year.

We have examined and approved the changes to the 2005 Jasper County Public Library Salary Ordinance. Dated October 10, 2005.

Susan Healdorf
Mark H. Egan
Denise Marie Egan
Chris S. Egan

Timothy M. Schultz
Jan A. Floyd

JASPER COUNTY PUBLIC LIBRARY REFERENCE ACTIVITY REPORT

DEMOTTE RENSSELAER WHEATFIELD TOTAL

July 11-12, August 10-11, September 16-17, 2005

REFERENCE QUESTIONS

Telephone: Directional	100	146	40	286
Telephone: Reference	70	125	10	205
In-person: Directional	112	208	255	575
In-person: Reference	101	111	154	366

Total	383	590	459	1432
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COPIES MADE FOR PATRONS	25	4	16	45
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Monthly Equivalent for July through September 2005

REFERENCE QUESTIONS

Telephone: Directional	433	633	173	1239
Telephone: Reference	303	542	43	888
In-person: Directional	485	901	1105	2492
In-person: Reference	438	481	667	1586

Total	1660	2557	1989	6205
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COPIES MADE FOR PATRONS	108	17	69	195
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Monthly Equivalent for July through September 2004

REFERENCE QUESTIONS

Telephone: Directional	425	571	258	1254
Telephone: Reference	283	183	50	517
In-person: Directional	554	983	429	1967
In-person: Reference	488	554	154	1196

Total	1750	2291	891	4932
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COPIES MADE FOR PATRONS	8	79	488	575
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MEMORANDUM

Rensselaer Carpet Project

Summary: The Board approved spending \$96,624 from LIRF to recarpet the Rensselaer Library, purchase additional shelving for books on tape and special cabinet shelving for the workroom for cd storage. When we deducted the cost of the special equipment purchases and the moving expenses during the recarpeting, we have \$79,382 for the carpeting. We expected to have a larger amount available, except that the library moving company is charging more than during the DeMotte project. We received only one bid on the carpeting project—from the vendor who was the winning bidder on the DeMotte carpeting project. His bid was only \$3000 more than the bid on the DeMotte carpet. (DeMotte has more stairs and hallways which are uncarpeted.) The basic bid came in at \$81,000, \$1,618 over the amount approved by the Board. We actually have \$104,700 budgeted for carpeting from LIRF, so if the board wants to approve a higher budget for the carpeting, we have the money to do it.

Discussion: The \$81,000 would carpet the entire library (the parts carpeted now) except that porcelain tile would extend from the inside front doors to the circulation desk area. The tile around the circ desk was something highly recommended by our janitor Jack Standish. He spends hours and hours each year trying to keep this area presentable. The tile would make this much easier and take much less of his valuable time.

We could carpet the library and remain within the board's budget if we eliminate the tile and carpet the circulation desk area. The total cost of recarpeting without the porcelain tile would be \$76,500.

Our staff lounge, which is carpeted, gets especially dirty because it is the first destination of staff coming into the building and because it is highly used and food spills do happen. We have linoleum tile from the staff entrance to the staff workroom. Many tiles have cracked. One has been replaced—with a tile that no longer matches in color. We asked for an alternate bid that would provide porcelain tile instead of carpet in the staff lounge and instead of linoleum in the hallway. That should hold up for the

life of the building. It would cost an additional \$5,000 to use the porcelain tile in those areas.

We also asked for an alternate bid to provide StressCORK underlayment under the entire installation. It would eliminate the need for other surface crack protection. The bid on this came in at \$2,000 additional.

We recommend that the board approve spending \$86,000 to provide porcelain tile in circulation desk area, staff lounge and back hallway and carpet the rest of the library. We do not recommend adding the StressCORK underlayment alternate.

If the board is not willing to tile the back entry area and lounge, we strongly recommend that they allow the additional \$1,618 to provide porcelain tile in the circulation desk area. We feel this would result in a substantial reduction in hours needed to keep this area presentable in future years.

Vote: To approve one of the following options:

1. Approve the expenditure of \$86,000 to recarpet the library, and install porcelain tile in the circulation desk area, staff lounge and hallway.
2. Approve the expenditure of \$81,000 to recarpet the library and install porcelain tile in the circulation desk area.
3. Approve the expenditure of \$76,500 to recarpet the library including the circulation desk area.

JCPL FINANCIAL STATEMENT

September 30, 2005

	<u>Beginning 2005 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$580,559.27	\$122,028.41	\$1,268,074.14	\$7,407.44	\$1,072,156.84	\$384,641.97
Includes Investments of:						
Public Library Access Card Fund	\$26.00	\$0.00	\$54.00	\$0.00	\$28.00	\$0.00
Gift Fund	\$4,067.95	\$313.69	\$3,983.68	\$1,025.62	\$8,302.62	\$8,386.89
DeMotte	\$495.86	\$106.84	\$1,305.74	\$72.62	\$2,045.89	\$1,236.01
Rensselaer	\$2,665.70	\$163.32	\$2,344.92	\$853.00	\$5,659.22	\$5,980.00
Wheatfield	\$906.39	\$43.53	\$333.02	\$100.00	\$597.51	\$1,170.88
Library Improvement Reserve Fund	\$200,712.12	\$0.00	\$52,669.34	\$1,068.39	\$3,635.64	\$151,678.42
Includes Investments of:						
Bond & Interest Redemption Fund	\$24,412.51	\$0.00	\$138,840.00	\$0.00	\$291,891.27	\$177,463.78
Includes Investments of \$100,000						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,763.00
Transfer from OPER Fund						
Capital Projects Fund	\$2,716.20	\$3,327.65	\$61,921.16	\$128.69	\$92,050.22	\$32,845.26
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$239.15	\$652.03	\$95.66	\$604.20	(\$47.83)
Levy Excess Fund	\$18,864.54	\$0.00	\$0.00	\$0.00	\$0.00	\$18,864.54
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$2,040,731.23	\$0.00	\$1,902,650.25	\$470.58	\$48,731.67	\$186,812.65
Includes Investments of \$120,000						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,067.25	\$50,576.52	\$5,067.25	\$50,576.52	\$0.00
FICA Tax Collected	\$0.00	\$5,200.30	\$48,029.62	\$5,200.30	\$48,029.62	\$0.00
State Tax Collected	\$2,281.19	\$2,272.77	\$21,366.95	\$2,323.51	\$21,409.27	\$2,323.51
County Tax Collected	\$599.16	\$735.49	\$5,902.60	\$752.25	\$6,055.69	\$752.25
Deferred Comp.	\$0.00	\$4,360.84	\$42,244.47	\$4,360.84	\$42,244.47	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,569.52	\$29,555.05	\$3,495.97	\$29,555.05	\$0.00
Employee Life Insur.	\$0.00	\$30.80	\$279.72	\$30.80	\$279.72	\$0.00
Employee P.E.R.F.	\$7,678.26	\$0.00	\$24,024.99	\$2,545.94	\$24,207.86	\$7,861.13
Credit Union	\$0.00	\$3,190.14	\$20,713.36	\$3,190.14	\$20,713.36	\$0.00
AL ALL FUNDS.....	\$2,913,621.43	\$150,336.01	\$3,671,537.88	\$37,163.38	\$1,760,472.02	\$1,002,555.57

Bank Balances
Jasper County Public Library
Report as of: 9/30/2005

<i>Bank</i>		
1	Peoples State Bank	\$555,662.37
2	Demotte State Bank	\$8,192.13
3	Peoples State Bank-LIRF Acct	\$151,678.42
4	PSB-LIRF CD#3004376	\$0.00
5	Cash On Hand	\$210.00
6	Peoples State Bank-Construction Ckg.	\$46,821.00
7	PSB-Lee Co. (Escrow)#0326100	\$14,991.65
8	Nat'l City Bank CD#6335171611	\$0.00
9	PSB Const.- (6mon) CD#3004279	\$0.00
10	PSB Const.- (6mon) CD#3004260	\$0.00
11	PSB Const.- (6mon) CD#3004252	\$0.00
12	PSB Const.- (6mon) CD#3004244	\$0.00
13	PSB Const.- (6mon) CD#3004236	\$0.00
14	PSB Const.- (9mon) CD#3004228	\$0.00
15	Peoples State Bank-ESCROW Acct	\$0.00
16	PSB CD#0000001193-3008630	\$225,000.00
<i>Total all banks =</i>		<i>\$1,002,555.57</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

INVESTMENTS - 2005

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
11/29/2005	1193-3008630	Peoples St.Bk	63 days	\$ 100,000.00	4.01	BIRF	9/27/2005		
11/29/2005	1193-3008630	Peoples St.Bk	63 days	\$ 125,000.00	4.01	CONST.	9/27/2005		

CLOSED INVESTMENTS:

1/20/2005	3004279	Peoples St Bk	183 days	\$150,000.00	1.96	CONST.	7/20/2004	\$	1,482.08
1/20/2005	3004260	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$	2,964.16
1/20/2005	3004252	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$	2,964.16
1/20/2005	3004236	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$	2,964.16
1/20/2005	3004244	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$	2,964.16
2/10/2005	3004376	Peoples St Bk	181 days	\$113,232.48	1.97	LIRF	8/10/2004	\$	1,121.57
4/20/2005	3004228	Peoples St Bk	274 days	\$300,000.00	2.16	CONST.	7/20/2004	\$	4,864.44
9/27/2005	6335171611	National City Bank	90 days	\$ 175,000.00	3.25	BIRF	6/29/2005	\$	1,421.88
9/27/2005	6335171611	National City Bank	90 days	\$ 125,000.00	3.25	LIRF	6/29/2005	\$	1,015.62

\$ 21,762.23

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 9/1/2005 To 9/30/2005

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,454.00	\$0.00	\$54,454.00	\$4,537.86	\$40,753.21	\$13,700.79	74.8
1.12 SALARY OF ASSISTANTS	\$787,808.00	\$0.00	\$787,808.00	\$62,833.04	\$568,665.45	\$219,142.55	72.2
1.13 WAGES OF JANITORS	\$51,967.00	\$0.00	\$51,967.00	\$4,103.23	\$32,274.28	\$19,692.72	62.1
1.21 EMPLOYER'S SHARE-FICA	\$64,481.00	\$1,201.05	\$65,682.05	\$5,200.30	\$48,029.62	\$17,652.43	73.1
1.22 UNEMPLOYMENT COMPENSATION	\$4,553.00	\$147.00	\$4,700.00	\$0.00	\$4,868.32	(\$168.32)	103.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$43,525.00	\$0.00	\$43,525.00	\$0.00	\$33,466.47	\$10,058.53	76.9
1.24 EMPLOYER'S CONTRIB.- INS.	\$66,666.00	\$1,193.58	\$67,859.58	\$4,620.76	\$45,112.90	\$22,746.68	66.5
1.31 OTHER PERSONAL SERVICES	\$100.00	\$15,700.00	\$15,800.00	\$0.00	\$15,700.00	\$100.00	99.4
Subtotal	\$1,073,554.00	\$18,241.63	\$1,091,795.63	\$81,295.19	\$788,870.25	\$302,925.38	72.3
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$0.00	\$900.00	\$0.00	\$738.84	\$161.16	82.1
2.12 STATIONERY AND PRINTING	\$550.00	\$0.00	\$550.00	\$0.00	\$296.50	\$253.50	53.9
2.13 OTHER OFFICE SUPPLIES	\$9,200.00	\$0.00	\$9,200.00	\$849.70	\$7,376.70	\$1,823.30	80.2
2.21 CLEANING & SANITATION SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$412.57	\$2,717.51	\$1,782.49	60.4
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$654.68	\$2,161.84	\$1,838.16	54.0
2.31 BUILDING MATERIALS & SUPPLIES	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$333.24	\$1,666.76	16.7
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$6.49	\$204.92	\$195.08	51.2
2.41 LIBRARY SUPPLIES	\$11,700.00	\$40.74	\$11,740.74	\$1,082.00	\$10,360.28	\$1,380.46	88.2
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$48.96	\$107.80	\$92.20	53.9
Subtotal	\$33,550.00	\$40.74	\$33,590.74	\$3,054.40	\$24,297.63	\$9,293.11	72.3
<i>3. Other Services and Charge</i>							
3.13 LEGAL SERVICES	\$2,507.00	\$0.00	\$2,507.00	\$335.00	\$335.00	\$2,172.00	13.4
3.14 OTHER PROFESSIONAL SERVICES	\$5,500.00	\$7,179.00	\$12,679.00	\$177.50	\$12,626.47	\$52.53	99.6
3.21 TELEPHONE	\$5,800.00	\$1,008.00	\$6,808.00	\$418.04	\$6,574.74	\$233.26	96.6
3.22 POSTAGE	\$5,500.00	\$53.00	\$5,553.00	\$828.01	\$3,407.31	\$2,145.69	61.4
3.23 MILEAGE	\$7,500.00	\$314.26	\$7,814.26	\$603.87	\$5,977.76	\$1,836.50	76.5
3.24 PROFESSIONAL MEETINGS	\$7,500.00	\$93.55	\$7,593.55	\$491.56	\$5,701.88	\$1,891.67	75.1
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$316.03	\$1,604.08	\$195.92	89.1
3.26 NETWORKING	\$15,000.00	\$0.00	\$15,000.00	\$104.99	\$7,680.13	\$7,319.87	51.2
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$758.61	\$856.69	\$643.31	57.1
3.32 OTHER PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$135.00	\$207.00	\$343.00	37.6
3.4 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$40,000.00	\$4,507.00	\$44,507.00	\$0.00	\$31,975.23	\$12,531.77	71.8
3.51 GAS	\$42,000.00	\$0.00	\$42,000.00	\$155.53	\$23,238.62	\$18,761.38	55.3
3.52 ELECTRICITY	\$49,000.00	\$0.00	\$49,000.00	\$4,339.31	\$38,944.89	\$10,055.11	79.5
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$63.85	\$813.91	\$186.09	81.4
3.54 WASTE DISPOSAL SERVICES	\$3,200.00	\$0.00	\$3,200.00	\$264.22	\$2,115.81	\$1,084.19	66.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.61 BUILDING & STRUCTURES	\$48,000.00	\$42,735.00	\$90,735.00	\$4,320.54	\$75,424.73	\$15,310.27	83.1
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$914.25	\$1,141.75	(\$141.75)	114.2
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$42.95	\$190.55	\$109.45	63.5
3.91 DUES	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,830.40	(\$30.40)	101.7
3.93 TAXES & ASSESSMENTS	\$260.00	\$0.00	\$260.00	\$0.00	\$259.64	\$0.36	99.9
3.94 TRANSFER TO LIRF	\$20,524.00	\$0.00	\$20,524.00	\$0.00	\$0.00	\$20,524.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$144.95	\$144.95	(\$44.95)	145.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$58,594.00	\$0.00	\$58,594.00	\$5,730.07	\$52,612.18	\$5,981.82	89.8
Subtotal	\$319,555.00	\$55,889.81	\$375,444.81	\$20,144.28	\$273,863.72	\$101,581.09	72.9
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0
4.4 FURNITURE & EQUIPMENT	\$5,940.00	\$9,346.37	\$15,286.37	\$0.00	\$9,822.44	\$5,463.93	64.3
4.51 BOOKS	\$139,000.00	\$1,005.45	\$140,005.45	\$15,537.00	\$108,253.59	\$31,751.86	77.3
4.52 PERIODICALS & NEWSPAPERS	\$22,600.00	\$69.95	\$22,669.95	\$515.75	\$17,069.92	\$5,600.03	75.3
4.53 NONPRINTED MATERIALS	\$68,104.00	\$4,116.92	\$72,220.92	\$1,481.79	\$45,896.59	\$26,324.33	63.6
Subtotal	\$236,344.00	\$14,538.69	\$250,882.69	\$17,534.54	\$181,042.54	\$69,840.15	72.2
Grand Total	\$1,663,003.00	\$88,710.87	\$1,751,713.87	\$122,028.41	\$1,268,074.14	\$483,639.73	72.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 10/1/2005 To 10/10/2005

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charge							
3.14 OTHER PROFESSIONAL SERVICES	\$30,057.00	\$6,800.00	\$36,857.00	(\$7,770.00)	\$7,009.00	\$29,848.00	19.0
3.61 BUILDING & STRUCTURES	\$0.00	\$42,735.00	\$42,735.00	\$7,770.00	\$42,735.00	\$0.00	100.0
Subtotal	\$30,057.00	\$49,535.00	\$79,592.00	\$0.00	\$49,744.00	\$29,848.00	62.5
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$104,700.00	\$0.00	\$104,700.00	\$0.00	\$0.00	\$104,700.00	0.0
4.4 FURNITURE & EQUIPMENT	\$6,624.00	\$0.00	\$6,624.00	\$0.00	\$2,925.34	\$3,698.66	44.2
Subtotal	\$111,324.00		\$111,324.00	\$0.00	\$2,925.34	\$108,398.66	2.6
Grand Total	\$141,381.00	\$49,535.00	\$190,916.00	\$0.00	\$52,669.34	\$138,246.66	27.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
8/9/2005	100 OPERATING FUND	1.21 EMPLOYER'S SHARE-FICA	\$1,201.05	FICA-C.Spurgeon 2005 Constr. Fund Reimbursement
8/9/2005	100 OPERATING FUND	1.22 UNEMPLOYMENT COMPENSATION	\$147.00	Unemployment Comp. 2005 - C.Spurgeon, Constr. Fund Reimbursement
3/18/2005	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.- INS.	\$1,193.58	COBRA Reimbursement-K.Woods (Jan-Feb-Mar'05)
8/9/2005	100 OPERATING FUND	1.31 OTHER PERSONAL SERVICES	\$15,700.00	C. Spurgeon wage 2005, Constr. Fund reimbursement
1/3/2005	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	\$40.74	Encumbered from 2004 per Bd. Approval 12/27/04
2/25/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$170.00	Spanish Grant Reimbursement A/P #159 Veronica Rodriguez
3/14/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$6,800.00	LIRF Reimbursement-Prof.Lib.Lift Movers, A/P #242
5/10/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$209.00	Reimbursement-Troyer A/P #437
9/1/2005	100 OPERATING FUND	3.21 TELEPHONE	\$1,008.00	Nitco USF E-rate refund 2005
5/3/2005	100 OPERATING FUND	3.22 POSTAGE	\$3.00	Overpayment on PO Box Rental A/P #240
9/27/2005	100 OPERATING FUND	3.22 POSTAGE	\$50.00	Crown Point P.L. Reimbursement-A/P #865
2/25/2005	100 OPERATING FUND	3.23 MILEAGE	\$125.96	Spanish Grant Reimbursement A/P #146 Sandra Gersbach
6/17/2005	100 OPERATING FUND	3.23 MILEAGE	\$188.30	Spanish Grant Reimbursement-Sandra Gersbach/Mary Herz
6/17/2005	100 OPERATING FUND	3.24 PROFESSIONAL MEETINGS	\$93.55	Spanish Grant Reimbursement-Veronica Rodriguez
8/22/2005	100 OPERATING FUND	3.42 OTHER INSURANCE	\$3,815.00	Ohio Casualty Group Insurance Refund-A/P #580
9/26/2005	100 OPERATING FUND	3.42 OTHER INSURANCE	\$692.00	Refund Ohio Casualty Group A/P #580
3/10/2005	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$34,965.00	LIRF Reimbursement- C.P. Quality Floors, A/P #187
3/10/2005	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$7,770.00	LIRF Reimbursement-C.P. Quality Floors, A/P #187
1/3/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$3,365.85	Encumbered from 2004 per Bd. Approval 12/27/04
4/1/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$50.00	Rebate of EPSON Printer, Amazon.com A/P #2
5/1/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$74.98	Reimbursement-Prof. Lib. Movers for Amazon.com A/P 370
8/9/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$1,964.00	Instruct.Lab Grant Reimbursement-A/P #502 (CDW-G); 506 (Chester's); 518 (Hewlett Packard)
8/9/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$2,925.34	Reimbursed from LIRF Acct. A/P 739 Highsmith Tambour Cabinets
8/9/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$966.20	Mobile Lab Grant Reimbursement-A/P #399 (Dell)/518 (Hewlett Pack.); 609 (Chester's)
2/25/2005	100 OPERATING FUND	4.51 BOOKS	\$334.80	Spanish Grant Reimbursement A/P #133 OCLC
6/17/2005	100 OPERATING FUND	4.51 BOOKS	\$251.01	Spanish Grant Reimbursement-OCLC, B&T
8/9/2005	100 OPERATING FUND	4.51 BOOKS	\$374.17	Spanish Grant Reimb.-B&T, Lectorum, Ollis Bks
8/9/2005	100 OPERATING FUND	4.51 BOOKS	\$45.47	Spanish Grant Reimb.-B&T
8/9/2005	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$69.95	Spanish Grant Reimb. - EVA Subsc.
1/3/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$2,881.45	Encumbered from 2004 per Bd. Approval 12/27/04

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
2/25/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$47.92	Spanish Grant Reimbursement A/P #133 OCLC
6/17/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$210.07	Spanish Grant Reimbursement-B&T, Library Video
8/9/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$303.48	Spanish Grant Reimb. - Kimbo Educ, Continental Bk, PAC
8/9/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$674.00	Instruct.Lab Grant Reimbursement-A/P #501/502 (CDW-G); 504(Centur.Techn);609 (Chester's)
1/3/2005	130 LIRF FUND	3.14 OTHER PROFESSIONAL SERVICES	\$6,800.00	Encumbered from 2004 per Bd. Approval 12/27/04
1/3/2005	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$42,735.00	Encumbered from 2004 per Bd. Approval 12/27/04
1/11/2005	160 CAPITAL PROJECTS FUND	4.2 BUILDINGS	(\$26,487.00)	Per DLGF 2005 Budget Order
4/13/2005	180 CONSTRUCTION FUND	3.51 GAS	\$6,352.40	Gough reimbursement NIPSCO A/P #282
2/16/2005	180 CONSTRUCTION FUND	3.52 ELECTRICITY	\$14,524.00	Refundable Deposit Ret'd, NIPSCO, A/P #1
4/13/2005	180 CONSTRUCTION FUND	3.52 ELECTRICITY	\$425.45	Gough reimbursement NIPSCO A/P #282
8/4/2005	180 CONSTRUCTION FUND	4.4 FURNITURE & EQUIPMENT	\$70.00	Refund-Hewlett Packard A/P #572 (ProCurve Switch) Ret'd.

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$88,710.87
130	\$49,535.00
160	(\$26,487.00)
180	\$21,371.85

Voucher List

F4a

Jasper County Public Library

Report Date: From 9/1/2005 To 9/30/2005

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
24332	816	A.M. Best Company, Inc.	9/12/2005	2005 Best's Key Rating Guide - annual	\$419.85
24333	817	AARON'S LAWN CARE	9/12/2005	Rens & DeM. Lawn Care-Aug 05	\$675.00
24334	818	ALA/BOOKLIST	9/12/2005	2-Booklist subsc @ DeM. Lib. 8/05-06 (cancelled Feb subs-refunding bal)	\$179.90
24335	819	ALLSOURCE TELECOM, LLC	9/12/2005	Telephone Jack installation @ DeM.	\$93.48
24336	820	AMAZON.COM CREDIT	9/12/2005	Westclox Clock (WH. Bldg Proj)	\$10.70
24337	821	BAKER & TAYLOR	9/12/2005	Books, Gift Books, AV, Continuations	\$11,459.98
24338	822	BETTER CONTAINERS MFG. C	9/12/2005	Love My Library bookbags	\$374.09
24339	823	BIERMA HARDWARE, INC.	9/12/2005	Caution Tape, keyrings-WH. BLDG Proj.	\$12.74
24340	824	BLACHLY, TABOR, BOZIK & HA	9/12/2005	Sale of Wheatfield Library @ 170 S. Grace - Legal services rendered	\$335.00
24341	825	BLOOMFIELD CORPORATION	9/12/2005	Diagnostics & Parts; Maintenance Contract-Wh. Lib (8/17-05-8/16/06)	\$4,507.00
24342	826	BOOKPAGE	9/12/2005	Bookpage Subsc. 10/05-9/06	\$288.00
24343	827	BOWKER	9/12/2005	Books in Print, 2005-06	\$1,486.67
24344	828	CALIFORNIA LANGUAGE LABO	9/12/2005	Spanish DVD's	\$414.46
24345	829	CAMPBELL PRINTING COMPA	9/12/2005	Overdue Labels	\$351.00
24346	830	CAPITAL ONE, F.S.B.	9/12/2005	Books, Genealogy Wkshp, headphone	\$140.10
24347	831	CDW GOVERNMENT, INC	9/12/2005	4-Western Digital Hard Drives, 80gb replacements	\$257.99
24348	832	CIRCLE R ELECTRIC, INC.	9/12/2005	Install receptacles & People Counter boxes	\$216.25
24349	833	CULLIGAN	9/12/2005	Water Cooler Rental - Sep 2005, Wh. Lib	\$9.95
24350	834	DAN TILLEMA	9/12/2005	Pintail Duck Decoy artwork - Wh. Bldg. Project	\$110.00
24351	835	DEMCO	9/12/2005	Book Pockets; Labels, Vertical Acrylic Sign, Book Repair supplies	\$434.27
24352	836	DIANA KOOY	9/12/2005	Mileage: Mgmt Inst, Bank Deposits, Mgmt Mtg, Appliance shop trip, Wh. Mover checks	\$156.74
24353	837	EMILY WHITLOW	9/12/2005	Mileage - INCOLSA Wkshp	\$76.14
24354	838	FASE-KALUF TV & APPLIANCE	9/12/2005	Headphones	\$14.97
24355	839	GAIL JUNG	9/12/2005	Mileage - NILBA Mtg	\$14.58
24356	840	GAIL JUNG	9/12/2005	DeM. Petty Cash: Postage	\$23.03
24357	841	GOUGH, INC.	9/12/2005	Change Hardware - Doors 110 & 122	\$600.00
24358	842	GREGG HERTZLIEB	9/12/2005	Artwork Judging, WH. Bldg Project	\$200.00
24359	843	HAINES & COMPANY, INC.	9/12/2005	3-Northwest Indiana Directories, Continuations	\$820.50
24360	844	HERRMAN & GOETZ, INC.	9/12/2005	Hydrotherm Boiler repairs @ DeM. Per State Inspector requirements	\$805.17
24361	845	HIGHSMITH CO. INC.	9/12/2005	Laminate Film	\$122.33
24362	846	INCOLSA	9/12/2005	Publisher 2003 Wkshp-Whitlow	\$60.00
24410	847	INDIANA LIBRARY FEDERATIO	9/12/2005	District 1-Daugherty, Cavinder ; District 2-Deiger, Tachtiris, VanSchouwen	\$242.00
24364	848	INFORMATION & RECORDS A	9/12/2005	Microfiche repairs - Rens. Lib.	\$656.26
24365	849	INGRAM	9/12/2005	Paperbacks	\$21.80
24366	850	INSPIRATIONAL DISTRIBUTOR	9/12/2005	Chrisitan Books	\$44.88
24367	851	JOHN MACZAK	9/12/2005	Mileage - Transport equipment for sale	\$25.92
24368	852	KANKAKEE VALLEY HIGH SCH	9/12/2005	KV Kougar Illustrated 2005-06 yearbook ad	\$75.00
24369	853	KANKAKEE VALLEY HISTORIC	9/12/2005	Books, DVD	\$87.00
24370	854	KEM'S TRUSTWORTHY HARD	9/12/2005	Exhaust Fan Belt - Rens. Restroom	\$6.49
24371	855	KOLORTECH, INC.	9/12/2005	Fluorescent Lights, 3' and 4'	\$595.48
24372	856	KRISTINE CAPEHART	9/12/2005	Reimbursement less processing fee -Great Authors/Western Literary Tradition Cassettes	\$144.95
24373	857	LISA DAVIS	9/12/2005	Mileage: Circ. Counterparts, Marketing Mtg, Cops Nite Out Prog.	\$62.15

Printed on Friday, September 30, 2005

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Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

F4b	Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
	24374	858	M. LEE SMITH PUBLISHERS LL	9/12/2005	Employment Law Letter (shared subscription)	\$287.00
	24375	859	MARLENE BEEDLE	9/12/2005	Postage-Newspapers for microfilming-DeM. Lib.; Mileage	\$123.40
	24376	860	MIDWEST TAPE	9/12/2005	Spanish DVD	\$9.99
	24377	861	JESUS DELATORRE	9/12/2005	Spanish Open House DJ - Rens. Lib.	\$70.00
	24378	862	NANETTE SPEACHT	9/12/2005	Mileage: Book repair Workshop; Circ. Counterparts Mtg.	\$41.72
	24379	863	OCLC/FOREST PRESS	9/12/2005	Books	\$425.00
	24380	864	POSTMASTER	9/12/2005	Semi-Annual payment-DeM. Post office box (9/1/05-3/1/05)	\$33.00
	24381	865	POSTMASTER GENERAL	9/12/2005	2000 - 37 cent stamps; 40 - \$1 stamps	\$780.00
	24382	866	PRECISION CONTROL SYSTE	9/12/2005	3rd Qtr Mtnc; Replaced faulty vortex actuator, water filters & pulley belts-Rens Lib; Short in control circuit, cleaned alarms, water filters - DeM. Lib.	\$4,069.37
	24383	867	QUILL CORPORATION	9/12/2005	2006 Appt. Calendar; Glue Sticks, File Frames, Staplers, Toner/Cartridges, Fax Film, Copy Paper, Labels, Storage Boxes, Tape Dispensers, Markers	\$707.46
	24384	868	RCHS ATHLETICS	9/12/2005	RCHS Sports Program Ad	\$60.00
	24385	869	REBECCA GIBSON	9/12/2005	Mileage: Bd Mtg, Mgmt Mtg.	\$24.30
	24386	870	RECORDED BOOKS, LLC	9/12/2005	Audiobooks	\$566.40
	24387	871	RELIABLE OFFICE SUPPLIES	9/12/2005	Colored copy Paper, Interdepartmental Envelopes	\$86.02
	24388	872	RENSSELAER REPUBLICAN	9/12/2005	Classified Ads: Y.S. Specialist, Y.S. Asst-DeM.; Y.S. Specialist & HR Spec-Rens.; Legals: CPF, 2006 Budgets, Auction	\$758.61
	24389	873	SBC YELLOW PAGES WEST	9/12/2005	Fort Wayne phone directory	\$105.54
	24390	874	SCHNAIBLE SERVICE & SUPPL	9/12/2005	Trash bag liners, M-Folds, Paper Towels, Kleenex, Jumbo TP, latex gloves	\$471.77
	24391	875	SECURITY COURIERS CORP.	9/12/2005	Courier Service b/w branches, 7/29-8/26/05	\$1,547.55
	24392	876	SENSOURCE	9/12/2005	People Counter-Wh. BLDG Project	\$244.00
	24393	877	SHOWCASES	9/12/2005	CD Jewel Case LIDS	\$33.48
	24394	878	SPRINT	9/12/2005	Payphone-Rens. Lib.	\$51.13
	24395	879	THOMSON GALE	9/12/2005	Country World Leaders; Something/Author; Dir Public Broadcast Media; Harry Potter bks, Nora Roberts bks	\$1,439.38
	24396	880	UNIQUE MANAGEMENT SERVI	9/12/2005	Initial & Secondary Placements-July 2005	\$177.52
	24397	881	VERONICA RODRIGUEZ	9/12/2005	Translation Services	\$107.50
	24398	882	VIKING OFFICE PRODUCTS	9/12/2005	Color Copy Paper	\$64.02
	24399	883	WAL-MART COMMUNITY BRC	9/12/2005	Face Paint, video, Spanish Open House supplies, craft items	\$48.09
	24400	884	ZIESE PLUMBING, HEATING, &	9/12/2005	Copper water line replaced in Mech. Room-Rens. Lib.	\$76.00
	24401	885	RACHAEL CAVINDER	9/12/2005	Mileage: Lap-sit Wkshp; Bank deposits	\$115.83
	0	886	PAYROLL	9/9/2005	PAYROLL	\$36,034.04
	24402	887	ANTHEM BLUE CROSS AND B	9/9/2005	Health Insurance September '05	\$7,829.40
	24403	888	GREAT-WEST RETIREMENT S	9/9/2005	Retirement Plan Contributions, w/held from 09 SEP 05 Payroll - 10 employees	\$2,180.42
	24404	889	LA-PORTER FEDERAL CREDIT	9/9/2005	W/held from 09 SEP 05 Payroll, Jung, Stringfellow, Davis, Molenaar,Arambula	\$1,480.26
	24405	890	NIPSCO	9/9/2005	Wheatfield Utilities 8/3-8/31/05	\$2,059.92
	24406	891	NORTHWESTERN INDIANA TE	9/9/2005	Dem. Local Phone Service Sep '05	\$140.63
	24407	892	VISION SERVICE PLAN- (IN)	9/9/2005	September Premium, Vision	\$100.00
	24408	893	TOWN OF DEMOTTE	9/9/2005	DeMotte Lib. Sewer Service- July 2005	\$66.50
	24409	894	TOWN OF WHEATFIELD SEW	9/9/2005	Sewer Service Wheatfield Library Sep 2005	\$41.05
	0	895	INDIANA DEPARTMENT OF RE	9/20/2005	EFT - State & County tax w/held August 2005	\$3,008.26
	0	896	IRS USA TAXPAYMENT	9/12/2005	EFT-FICA & Federal Tax w/held 09 SEP 05	\$7,819.37
	0	897	PAYROLL	9/23/2005	PAYROLL	\$35,440.09
	24411	898	AFLAC	9/23/2005	Supplemental Ins Premium-October 2005 - Daugherty, Molenaar, Schulenberg, Woods	\$219.30
	24412	899	ALLIED WASTE SERVICES #71	9/23/2005	Trash Service-Oct-Dec 2005, DeM. Lib.	\$67.27
	24413	900	ANTHEM LIFE	9/23/2005	23 Employee Life Ins. Premiums-October 2005 less adjustments	\$72.38
	24414	901	CITY OF RENSSELAER	9/23/2005	Utilities-Rens. Lib, 8/9-9/9/05	\$1,838.93

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total	F4c
24415	902	INDIANA LIBRARY FEDERATIO	9/23/2005	ILF Conference/Legislative Forum-Stringfellow, Daugherty, 10/25-26/05	\$163.00	
24416	903	GREAT-WEST RETIREMENT S	9/23/2005	State of IN Deferred Comp Plan w/held from 23SEP05 payroll, 10 participants	\$2,180.42	
	904	IRS USA TAXPAYMENT	9/26/2005	EFT - FICA & Federal Tax W/held from 23 SEP 05 Payroll	\$7,648.48	
24418	905	LA-PORTER FEDERAL CREDIT	9/23/2005	W/held from 23SEP05 Payroll-Arambula, Davis, Engelmann, Jung, Molenaar, Salyer, Stringfellow	\$1,709.88	
24419	906	NIPSCO	9/23/2005	Utilities-DeM.Lib, 8/8-9/8/05	\$384.72	
24420	907	SPRINT	9/23/2005	Local Phone & Fax-Wheatfield Sep '05	\$284.39	
24421	908	SPRINT	9/23/2005	Dem. & Wheat. Long Distance 8/8/05-9/7/05	\$46.88	
24422	909	NIPSCO	9/26/2005	Utilities Final Bill-old WH. Library, 8/3-8/24/05	\$364.52	
24424	910	JASPER COUNTY PUBLIC LIBR	9/27/2005	Purchase of 63 day CD #0000001193-3008630	\$100,000.00	
150101	911	JASPER COUNTY PUBLIC LIBR	9/27/2005	Purchase 63 day CD #0000001193-3008630	\$125,000.00	
0	912	JASPER COUNTY PUBLIC LIBR	9/27/2005	Redeemed CD#6335171611	\$300,000.00	
Total Amount of Claims					\$675,336.01	

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, September 30, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$675,336.01

Date this 10th day of October, 2005.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
September 30, 2005

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,639.38	\$26,189.34
DeMotte	\$795.53	\$9,340.70		
Rensselaer	\$1,203.82	\$12,229.31		
Wheatfield	\$640.03	\$4,619.33		
PHOTOCOPIES:			\$783.04	\$6,149.14
DeMotte	\$270.00	\$2,244.66		
Rensselaer	\$372.74	\$2,975.89		
Wheatfield	\$140.30	\$928.59		
CARDS:			\$0.00	\$0.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$0.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$2,416.02	\$8,387.23
Checking/Repurchase/Savings/CD's	\$2,416.02	\$8,387.23		
TAXES:			\$0.00	\$717,860.47
Property Tax	\$0.00	\$420,616.69		
License Excise Tax	\$0.00	\$42,061.38		
Financial Institution Tax	\$0.00	\$689.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$4,225.90		
Local Option/Certified Shares	\$0.00	\$224,302.50		
Local Option/Property Tax Repl.	\$0.00	\$23,182.00		
State Distribution	\$0.00	\$2,783.00		
REFUNDS:			\$1,569.00	\$313,570.66
Rebates/Refund	\$1,142.00	\$5,423.68		
Insurance Claim (COBRA Reimbursements)	\$0.00	\$1,193.58		
Meeting Room Rental	\$0.00	\$100.00		
Interfund Reimbursement	\$0.00	\$69,717.39		
Other Reimbursements	\$0.00	\$1,180.76		
Other Receipts	\$0.00	\$10.26		
Wheatfield Bldg. Sale	\$0.00	\$225,986.00		
Equipment Sales	\$427.00	\$2,105.00		
Grant Reimbursements	\$0.00	\$7,853.99		
TOTAL OPERATING FUND RECEIPTS.....			\$7,407.44	\$1,072,156.84
PLAC FUND:			\$0.00	\$28.00
GIFT FUNDS:			\$1,025.62	\$8,302.62
DeMotte	\$72.62	\$2,045.89		
Rensselaer	\$853.00	\$5,659.22		
Wheatfield	\$100.00	\$597.51		
LIB. IMPROV. RESERVE FUND: Oper.Transfer.....			\$1,068.39	\$3,635.64
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$291,891.27
Property Tax	\$0.00	\$262,566.80		
License Excise Tax	\$0.00	\$26,256.48		
Financial Institution Tax	\$0.00	\$430.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$2,637.99		
RAINY DAY FUND:			\$0.00	\$0.00
CAGIT Spec.Distribution (was in OP Fund)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$128.69	\$92,050.22
Interest Earned	\$128.69	\$420.89		
Property Tax	\$0.00	\$82,423.88		
License Excise Tax	\$0.00	\$8,242.34		
Financial Institution Tax	\$0.00	\$135.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$828.11		
HOST/HOSPITALITY FUND:			\$95.66	\$604.20
LEVY EXCESS FUND:			\$0.00	\$0.00
TELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$470.58	\$48,731.67
Int. Earned(Chkg.,CD's,Escrow)	\$470.58	\$27,359.82		
Refund-Utilities	\$0.00	\$21,371.85		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$10,196.38	\$1,517,400.46

WITHHOLDING ACCOUNT FUNDS:

			\$26,967.00	\$243,071.56
FIT Tax Collected	\$5,067.25	\$50,576.52		
FICA Collected	\$5,200.30	\$48,029.62		
State Tax Collected	\$2,323.51	\$21,409.27		
County Tax Collected	\$752.25	\$6,055.69		
Deferred Comp Plan	\$4,360.84	\$42,244.47		
#125 Pre-tax Plan	\$3,495.97	\$29,555.05		
Life/Health Insurance	\$30.80	\$279.72		
PERF	\$2,545.94	\$24,207.86		
Credit Union	\$3,190.14	\$20,713.36		
TOTAL RECEIPTS - ALL FUNDS.....			\$37,163.38	\$1,760,472.02

Voucher List

F6a

Report Date: From 10/1/2005 To 10/10/2005

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
111	913	JASPER COUNTY PUBLIC LIBR	10/3/2005	Correct A/P #187, 3/10/05, wrong appropriation number	\$0.00
24425	914	AARON'S LAWN CARE	10/10/2005	Sep Mowing, weeding, trimming - DeM & Rens. Lib.	\$655.00
24426	915	ACE HARDWARE	10/10/2005	Raid Bug Killer & Toilet Seat Replacement-DeM. Lib.	\$8.18
24427	916	AFFORDABLE ALTERNATIVES	10/10/2005	Receipt Paper, Black Ink Cartridges for Receipt Printer	\$312.60
24428	917	ALLSOURCE TELECOM, LLC	10/10/2005	New Phone Jack in Business Office Installed	\$184.95
24429	918	AMAZON.COM CREDIT	10/10/2005	Books	\$87.41
24430	919	BAKER & TAYLOR	10/10/2005	Books, A-V, Continuations	\$10,133.76
24431	920	BAKER & TAYLOR ENTERTAIN	10/10/2005	Videos	\$219.62
24432	921	BARNES & NOBLE	10/10/2005	Ch. Books/Audiobooks	\$178.04
24433	922	BBC AUDIOBOOKS AMERICA	10/10/2005	Audiobooks	\$40.69
24434	923	BILL CADDELL	10/10/2005	Art Consulting for WH. Building Project	\$327.17
24435	924	CAPITAL ONE, F.S.B.	10/10/2005	Rio Player Adapter, TLC User Group Expenses; ILF Ref Wkshp-Weed; Print Artist Gold; Crafts;AV Shop Trip expenses	\$689.80
24436	925	CDW GOVERNMENT, INC	10/10/2005	Data Backup Tapes, Cleaning Cartridges, Flash Drive, Surge Protectors	\$168.99
24437	926	CHESTER TECHNOLOGIES	10/10/2005	Tech/System Support-7/31-9/16/2005 per attached invoices	\$3,750.00
24438	927	CHICAGO TRIBUNE	10/10/2005	Newspaper Subsc. 9/19/05-3/19/06 - DeM.	\$114.40
24439	928	CHIEF, CDS	10/10/2005	Marc Concise Formats-2004	\$40.00
24440	929	CINDY HORGASH	10/10/2005	Haunted Halloween Tales Storyteller	\$45.00
24441	930	COMCAST	10/10/2005	Sep. Wireless Communication-DeM.	\$160.00
24442	931	CULLIGAN	10/10/2005	Wh. Water Cooler Rental & Water	\$47.70
24443	932	DEMCO	10/10/2005	Audio cassette albums, subj labels	\$70.84
24444	933	DENISE HAVENS	10/10/2005	Mileage-pick up Mobile Lab	\$7.76
24445	934	DEMOTTE CHAMBER OF COM	10/10/2005	Snowmen About Town" Cutout	\$30.00
24446	935	DIANA KOOY	10/10/2005	Keytags, Coat Hangers, Artwall hangers/hooks-WH. CONSTR. Proj; Postage	\$199.78
24447	936	DIANE OPOLSKI	10/10/2005	Mileage-Readers Advisory, Bank Deposits, Retirement Planing	\$34.30
24448	937	DORIS MYERS	10/10/2005	Art pieces - WH. Bldg. Project	\$2,300.00
24449	938	EBSCO SUBSCRIPTION SERVI	10/10/2005	NovelList-OnLine database	\$2,000.00
24450	939	EMILY WHITLOW	10/10/2005	Mileage-Staff Development	\$21.34
24451	940	FASE'S WATER TREATMENT	10/10/2005	Redout-10 @ DeM.	\$102.50
24452	941	GAIL JUNG	10/10/2005	Counterparts/Board Mtg Mileage; Counterparts Expense	\$100.71
24453	942	HERITAGE OFFICE PRODUCT	10/10/2005	HR Spec. Desk, Chair, Nameplate, Nametags	\$1,151.06
24454	943	HIGHSMITH CO. INC.	10/10/2005	Ch. Prizes; Posters, Banners-Rens. Lib.	\$57.74
24455	944	HP PRODUCTS CORP.	10/10/2005	Vacuum-DeM, Vac. Hose Replacement, Vacuum Bags, AirSticks, Gum Remover, Vacuum-WH. Bldg. Proj	\$2,493.80
24456	945	HSBC BUSINESS SOLUTIONS	10/10/2005	CD-ROMS, DVDs, CDs	\$1,370.68
24457	946	INDIANA DEPT. OF WORKFOR	10/10/2005	Unemployment Comp-Third Quarter 2005	\$751.95
24458	947	INDIANA HISTORICAL SOCIET	10/10/2005	Book	\$18.76
24459	948	INGRAM	10/10/2005	Paperbacks	\$104.14
24460	949	INSPIRATIONAL DISTRIBUTOR	10/10/2005	Christian Books	\$163.96
24461	950	JASPER COUNTY HOSPITAL	10/10/2005	Water Testing(Coliform)-DeM. Lib. Sep'05	\$15.00
24462	951	JENNIFER L.DOUTHIT	10/10/2005	Mileage-TLC Conf., Catalogers Mtg. & Expenses	\$105.14
24463	952	JOHN GROPE	10/10/2005	Artwork-The Last Crabapple-WH. Bldg. Project	\$80.00
24464	953	JPMORGAN CHASE BANK	10/10/2005	Annual Registrar Fees-Bond of 1991	\$500.50
24465	954	JUDY E. CRAWFORD	10/10/2005	Artwork-charcoal drawing "The STORY"- WH. Bldg.Proj	\$400.00
24466	955	KATHRYN WEED	10/10/2005	Spanish Open House Musical Performer (Rafael Figueroa)	\$200.00
24467	956	KEM'S TRUSTWORTHY HARD	10/10/2005	Duct Tape, Padlock, Geocel & Roof/Flashing Sealant	\$16.54

Printed on Wednesday, October 05, 2005

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Approved by the State Board Of Accounts for on 12:00:00 AM.

F6b	Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
	24468	957	LEE COMPANY, INC	10/10/2005	WH. Bldg. Project Equipment/Furniture	\$3,182.08
	24469	958	LEE COMPANY, INC	10/10/2005	Additional Shelving, End Panels, Top (replaces F79, F94)	\$1,590.00
	24470	959	LEXICON MARKETING CORP.	10/10/2005	Ingles sin Barreros set	\$349.35
	24471	960	LIBRARY VIDEO COMPANY	10/10/2005	Videos	\$927.10
	24472	961	LINDA THOMPSON	10/10/2005	Mileage- Ref. Counterparts, Bank Deposit	\$31.86
	24473	962	LISA DAVIS	10/10/2005	Soapmaking Supply; Hors'd'ouwer Program	\$43.74
	24474	963	LYNN DAUGHERTY	10/10/2005	Mileage-Board, NILBA, Director's, Mgmt, etc.; Book	\$124.51
	24475	964	MARK WILKINS	10/10/2005	Speaking Engagement-10/17/05	\$125.00
	24476	965	McDANIEL FIRE SYSTEMS	10/10/2005	Install & Test Auto Dialer to Fire Alarm-Wh. Bldg. Project	\$662.00
	24477	966	MIDWEST TAPE	10/10/2005	DVD	\$21.99
	24478	967	MISHAWAKA-PENN-HARRIS P	10/10/2005	Lost ILL Book	\$26.00
	24479	968	OCLC NETLIBRARY	10/10/2005	Audiobook OnLine Subscription, 3500 Checkouts, 9/1/04-8/31/06	\$500.00
	24480	969	OSBY WATER CONDITIONING	10/10/2005	Water Softner Salt-Wh. Library	\$75.00
	24481	970	PATTY STRINGFELLOW	10/10/2005	Mgmt Institute Expense; Mileage-Staff Development, Mgmt Inst., Board Mtg, Spanish Open House Fiesta	\$216.25
	24482	971	PEGGY WOODS	10/10/2005	Staff Development Mileage	\$10.67
	24483	972	PUBLIC EMPLOYEES' RETIRE	10/10/2005	3rd QTR PERF Contributions	\$19,008.04
	24484	973	PRAIRIE ARTS COUNCIL	10/10/2005	WH Art Project Adminstration/Coordination; Art work submissions	\$2,646.62
	24485	974	PRECISION CONTROL SYSTE	10/10/2005	H&G assisted w/change Diaphragm/plugs, reset hot water temp controls-DeM; Chiller switch off on panel-Rens.	\$549.00
	24486	975	PURDUE UNIVERSITY	10/10/2005	Digitization Grant -photography services	\$317.50
	24487	976	QUILL CORPORATION	10/10/2005	Labels, binders, tape dispenser, scissors, index cards, tape	\$89.17
	24488	977	RACHAEL CAVINDER	10/10/2005	AV Shopping Trip Mileage	\$26.22
	24489	978	RECORDED BOOKS, LLC	10/10/2005	Audiobooks	\$167.60
	24490	979	REGENT BOOK CO., INC.	10/10/2005	BH&G Decorating & Kitchen & Bath Ideas Books	\$24.26
	24491	980	RENEE CARR	10/10/2005	L.D.Telephone calls; Scrapbooking supplies	\$50.99
	24492	981	RENSSELAER REPUBLICAN	10/10/2005	HR Specialist classified ad (additional days)	\$52.08
	24493	982	SCHOLASTIC LIBRARY PUBLIS	10/10/2005	2005 Enchantment of the World series-Continuations Order	\$140.40
	24494	983	SECURITY COURIERS CORP.	10/10/2005	Courier Services, 9/2-9/23/05	\$1,270.31
	24495	984	SHERRI CAMERON	10/10/2005	Cake Catering- Spanish Open House	\$29.31
	24496	985	SHOWCASES	10/10/2005	Full Sleeve CD Cases-polypropylene clear flexible	\$204.77
	24497	986	STATE OF IN/ENERGY GROUP	10/10/2005	PFEED Loan-3rd Qtr Payment 2005	\$2,402.97
	24498	987	STUNT DAWG STUDIO	10/10/2005	Tote Bags-Marketing	\$68.52
	24499	988	SUSAN ENGELMANN	10/10/2005	CYPD Conference Accomodations/Mileage	\$303.29
	24500	989	TAPED EDITIONS	10/10/2005	Audiobooks	\$111.27
	24501	990	THOMSON GALE	10/10/2005	Large Print-Harry Potter, Black Rose; Something/Author	\$181.91
	24502	991	TROYER GROUP, INC.	10/10/2005	Consultations-Rens.Carpeting Spec Services; Wh. Bldg Furniture Project	\$1,817.00 \$352.00
	24503	992	TYSEN'S COUNTRY GROCERY	10/10/2005	Senior Citizen Appreciation Program-DeM. Lib.	\$13.95
	24504	993	UNIQUE MANAGEMENT SERVI	10/10/2005	Initial & Secondary Placements	\$201.16
	24505	994	WAL-MART COMMUNITY BRC	10/10/2005	Face Painting Sup, Pinata & Spanish Open House Supply, CDs,Bk Wipes, Calculator, Pledge,Works Bowl, Lysol, Bleach, etc.	\$513.37
	24506	995	WEBBALANCED TECHNOLOGI	10/10/2005	3rd Quarter 2005 Internet Filtering Services	\$360.00
	24507	996	ALMA MOLENAAR	10/10/2005	Vintage Views Fall/Winter HIS Publication	\$10.00
	24508	997	CENTRAL STATES SALES CO	10/10/2005	Outdoor Pole Light bulbs, Sm. Ceiling Proj bulbs	\$101.00
	24509	998	CIRCLE R ELECTRIC, INC.	10/10/2005	Install People Counter - WH. Bldg. Project	\$183.11
	24510	999	DELL MARKETING L.P.	10/10/2005	Dell Pentium 4 Computer/Monitor/Keyboard-HR Spec.	\$1,204.48
	150102	1000	JASPER COUNTY PUBLIC LIBR	10/10/2005	Lee Escrow Payment, Sep 2005	\$353.56
	115	1001	JASPER COUNTY PUBLIC LIBR	10/10/2005	Reimburse Operating Fund for Troyer Carpet Spec Services-Rens. Lib.	\$1,465.00
	0	1002	DEMOTTE STATE BANK	10/10/2005	Deposit Slips-Wh. Lib (Bank DEBIT)	\$7.25

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$71,219.47

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, October 05, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$71,219.47

Date this 10th day of October, 20 05.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for on 12:00:00 AM.

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting
Monday, November 14, 2005, 7:00 PM
Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of October meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Policies for review (R 11- R 17)
- D. Salary Ordinance update (R 7)

General Business

- | | |
|-------------------------------------|-------------|
| A. Retention Pond Upgrade (R 19) | Action |
| B. 2006 Slate of Officers | Information |
| C. Health insurance (R 20) | Action |
| D. 2006 Budget R 17-R 18 | Action |
| E. Wheatfield furniture sale (R 20) | Action |
| F. Courier Service (R 20) | Action |
| G. NILBA Dinner (R 21) | Discussion |

Director's Report (R 19-R22)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes

Jasper County Public Library Board of Trustees

Executive Session

7:00 PM

October 10, 2005

Rensselaer Library

Present: Anne-Marie Egan, Mark Heinig III, Tim Schultz Jr., Mike Crawford, Joan Floyd, Sue Deardorff. Absent: Mari Anne Saylor

The board met in closed session to receive information about and interview for the position of library director. No other business was discussed. The board adjourned at 7:20 PM.

Regular Meeting convened following the Executive Session.

Present: Anne-Marie Egan, Mark Heinig III, Tim Schultz Jr., Mike Crawford, Joan Floyd, Sue Deardorff, Patty Stringfellow, Lynn Daugherty, & Gail Jung.

Absent: MariAnne Saylor

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items, namely, September 2005 Board Minutes, bills, and financial reports, updated Salary Ordinance, with no revisions to Harassment Policy, Public Forum Policy, and Library Credit Card Policy, were all unanimously approved on a motion by M. Heinig, seconded by A-M Egan.

Rensselaer Carpeting Project: On a motion by M. Heinig, seconded by A-M Egan, the board approved Option 1 to re-carpet the Rensselaer Library and install porcelain tile at the circ desk area, staff lounge and hallway in the amount of \$86,000. Motion passed.

Wheatfield Library Gutters: Gluth & Sons quoted \$2039 for materials and installation of additional gutters to alleviate washing away of mulch and soil and leaving gullies in the landscaping. S. Deardorff moved, seconded by A-M Egan, to accept Gluth & Sons bid. All were in favor. This includes the area near the backdoor to minimize rainwater backing up toward the building.

Wheatfield Furniture Purchase: Tabled for Future Agenda until Town of Wheatfield has presented their offer.

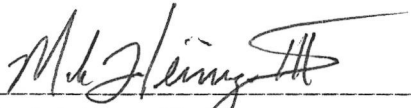
Arrowhead Collection: Ruth Wallace who is donating her husband's arrowhead collection to the Wheatfield Library is having an agreement written stipulating that in the event the library would not want to continue to keep the collection that the State Archeologist would need to approve its disposition. The library tentatively has agreed to these terms but also will ask that the library be reimbursed for the display case(s) if the collection is moved to another location. The board gave their nod of approval for the library director to sign the agreement on the library's behalf.

New Business: The board moved to offer the new director, Patty Stringfellow, a salary of \$48,000 on a motion by S. Deardorff. Seconded by A-M Egan. Motion was unanimous.

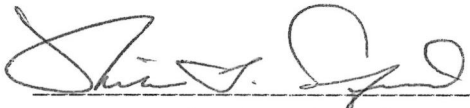
Teen After-hours Program: Because it has been determined there is no legal advantage to require permission slips for the 6-10PM teen 'lock down' program, the board left the decision to the discretion of the Management team.

Wheatfield Library Housekeeping Issues: Library will contact the masons to recommend a product to remove the rust stains from the building and possibly sidewalk areas. Sprinkler heads will be inspected to see if they are being redirected from these areas. Plantings in the area between the sidewalk and drive on the south side are anticipated soon. Parking lot is draining improperly causing a rut in the landscaping and washing out under the pavement. Efforts will be made to correct this.

Adjournment: With no further matters for discussion, the meeting was adjourned at 8:10 PM on a motion S. Deardorff, seconded by M. Heinig.



Mark Heinig III, Secretary



Attest: Mike Crawford, President

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
15,039	15,096	12,593	12,701	9,306	9,376
15,468	15,540	21,643	21,738	8,266	8,271
12,295	12,346	13,333	13,222	7,065	7,133
9,229	9,199	7,705	7,707	4,057	4,078
1,826	1,847	2,492	2,515	1,434	1,449
634	647	293	299	80	82
0	0	140	140	0	0
1,856	1,875	2,677	2,700	1,884	1,942
452	454	458	486	338	342
25	25	16	16	1	1
300	305	374	375	215	222
0	0			0	0
2,067	2,088	3,367	3,504	1,350	1,395
119	119	142	142	57	57
59,310	59,541	65,233	65,545	34,053	34,348

CIRCULATION BY HOLDINGS CODE
October 2005

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)				0
Award Winner JE (DAJE)	9			9
Award Winner JFIC (DAJFIC)	10	1		11
Award Winner JNF (DAJNF)	3	1		4
Award Winner JPFIC (DAJBPF)	4			4
Award Winner YAFIC (DAYAF)	3			3
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	32	9		41
Books on CD (DBKCD)	80	2		82
Books on Tape (DBKT)	107	4		111
Compact Disc (DCD)	426	15	15	456
DVD	840	6	1	847
Equipment (DEQP)	2			2
See librarian (DERR)				0
Express Book (DEXP)	37			37
Fiction (DFIC)	1343	54	29	1426
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	468			468
Juv. Biography (DJBIO)	56	8	2	66
Juv. Book on CD (DJBKCD)	10	2		12
Juv. Book on Tape (DJBKT)	76	1		77
Juv. Compact Disc (DJCD)	46			46
Juvenile Easy (DJE)	795	11	2	808
Juv. Easy Reader (DJER)	374	4	2	380
Juv. Fiction (DJFIC)	159	15	1	175
Juv. Holiday books (DJHOL)	41			41
Juv. Magazine (DJMAG)	55			55
Juv. Music Cassette (DJMC)	3			3
Juv. Nonfiction (DJNF)	461	32	8	501
Juv. Nonfic Text Bk (DJNFTB)	5			5
Juv. Paperback fic (DJPBF)	258		6	264
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	110	3	1	114
Large Print Nonfic (DLPNF)	5	3		8
Magazine (DMAG)	919	1	12	932
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	993	44	22	1059
Nonfiction VHS (DNFVHS)	45	1		46
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPSJFic)	1			1
Parent Shelf Juv. NF (DPSJNF)	8	1		9
Parent Shelf Ref (DPREF)				0
Reference (DREF)	2			2
Ref. Magazine (DRMAG)				0

Reference Software (DRSW)				0
Spanish Collection (DSPA)	32	1		33
Software (DSWAR)	110			110
Vertical File (DVF)	3			3
VHS	612	4		616
YA Biography (DYAB)	2	3		5
YA Books on CD (DYABKCD)	1		1	2
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	46		1	47
YA Nonfiction (DYANF)	43	1	1	45
YA Paperback Fic (DYAPBF)	96		2	98
Award Winner JBIO (RAJBIO)		3		3
Award Winner JE (RAJE)		4		4
Award Winner JFIC (RAJFIC)		2		2
Award Winner JNF (RAJNF)		1		1
Award Winner JPFIC (RAJPBF)				0
Award Winner YAFIC (RAYAF)		1		1
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	3	177		180
Books on CD (RBKCD)	2	106	2	110
Books on Tape (RBKT)	3	129	1	133
Compact Disc (RCD)	16	301	17	334
DVD	9	1677	4	1690
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		56		56
Fiction (RFIC)	42	1403	16	1461
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)				0
Internet (RINTER)		1199		1199
Juv. Biography (RJBIO)	7	87		94
Juv. Book on CD (RJBKCD)		14		14
Juv. Book on Tape (RJBKT)		68		68
Juv. Compact Disc (RJCD)		44		44
Juvenile Easy (RJE)	20	1680	13	1713
Juv. Easy Reader (RJER)	1	346	4	351
Juv. Fiction (RJFIC)	8	304	3	315
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		26		26
Juv. Music Cassette (RJMC)	1	5		6
Juv. Nonfiction (RJNF)	15	1018	6	1039
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)		209		209
Juv. Reference (RJREF)		1		1
Large Print Fiction (RLPF)	7	69		76
Large Print Nonfic (RLPNF)	5	3		8
Magazine (RMAG)	5	293	3	301
Music Cassette (RMCAS)		7		7
Nonfiction (RNFIC)	51	996	22	1069

Nonfiction VHS (RNFVHS)	7	78	2	87
Professional Coll. (RPRO)				0
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)				0
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	2	40		42
Software (RSWAR)	2	123		125
Vertical File (RVF)		3		3
VHS	4	716	4	724
YA Biography (RYAB)		23		23
YA Books on CD (RYABKCD)		3	1	4
YA Books on Tape (RYABKT)		9		9
YA Fiction (RYAF)	4	135		139
YA Nonfiction (RYANF)	1	83		84
YA Paperback Fic (RYAPBF)	2	102		104
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)		1	6	7
Award Winner JFIC (WAJFIC)			2	2
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	3	4	49	56
Books on CD (WBKCD)	9	4	85	98
Books on Tape (WBKT)	3	7	30	40
Compact Disc (WCD)	11	14	261	286
DVD	14	13	783	810
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			43	43
Fiction (WFIC)	71	44	773	888
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			1155	1155
Juv. Biography (WJBIO)	1	6	30	37
Juv. Book on CD (WJBKCD)			3	3
Juv. Book on Tape (WJBKT)		2	42	44
Juv. Compact Disc (WJCD)			13	13
Juvenile Easy (WJE)	14	11	866	891
Juv. Easy Reader (WJER)	2	2	169	173
Juv. Fiction (WJFIC)	7	4	181	192
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			30	30
Juv. Music Cassette (WJMC)			2	2
Juv. Nonfiction (WJNF)	24	8	363	395
Juv. Nonfic Text Bk (WJNFTB)				0

Juv. Paperback fic (WJPBF)	5	1	147	153
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	3	2	27	32
Large Print Nonfic (WLPNF)		1	5	6
Magazine (WMAG)	2		195	197
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	31	27	482	540
Nonfiction VHS (WNFVHS)			33	33
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			6	6
Software (WSWAR)	3	1	74	78
Vertical File (WVF)			1	1
VHS	2	1	434	437
YA Biography (WYAB)		1	3	4
YA Books on CD (WYABKCD)			2	
YA Books on Tape (WYABKT)			1	1
YA Fiction (WYAF)	3	3	55	61
YA Nonfiction (WYANF)	2		35	37
YA Paperback Fic (WYAPBF)	3		39	42
TOTAL	9161	11928	6629	27716

**CIRCULATION BY HOLDINGS CODE
MM YY**

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	3	0	3
Award Winner JE (AJE)	9	5	6	20
Award Winner JFIC (AJF)	10	3	2	15
Award Winner JNF (AJNF)	3	2	0	5
Award Winner JPFIC (AJPF)	4	0	0	4
Award Winner YAFIC (AYAF)	3	1	0	4
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	38	190	49	277
Books on CD (BKCD)	91	112	87	290
Books on Tape (BKT)	113	149	31	293
Compact Disc (CD)	453	330	293	1076
DVD	863	1696	788	3347
Equipment (EQP)	2	0	0	2
See librarian (ERR)	0	0	0	0
Express Book (EXP)	37	56	43	136
Fiction (FIC)	1456	1501	818	3775
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	0	0	0

Internet (INTR)	468	1199	1155	2822
Juv. Biography (JBIO)	64	101	32	197
Juv. Book on CD (JBKD)	10	16	3	29
Juv. Book on Tape (JBKT)	76	71	42	189
Juv. Compact Disc (JCD)	46	44	13	103
Juvenile Easy (JE)	829	1702	881	3412
Juv. Easy Reader (JER)	377	352	175	904
Juv. Fiction (JFIC)	174	323	185	682
Juv. Holiday (JHOL)	41	0	0	41
Juv. Magazine (JMAG)	55	26	30	111
Juv. Music Cassette (JMC)	4	5	2	11
Juv. Nonfiction (JNF)	500	1058	377	1935
Juv. Nonfic Text Bk (JNFT)	5	0	0	5
Juv. Paperback fic (JPBF)	263	210	153	626
Juv. Reference (JREF)	0	1	0	1
Large Print Fiction (LPF)	120	74	28	222
Large Print Nonfic (LPNF)	10	7	5	22
Magazine (MAG)	926	294	210	1430
Music Cassette (MCAS)	0	7	0	7
Nonfiction (NFIC)	1075	1067	526	2668
Nonfiction VHS (NFVH)	52	79	35	166
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	1	0	0	1
Parent Shelf Juv. NF (PSJNF)	8	1	0	9
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	60	84	39	183
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	34	41	6	81
Software (SWAR)	115	124	74	313
Vertical File (VF)	3	3	1	7
VHS	618	721	438	1777
YA Biography (YAB)	2	27	3	32
YA Books on CD (YABKCD)	1	3	4	6
YA Books on Tape (YABKT)	0	9	1	10
YA Fiction (YAF)	53	138	56	247
YA Nonfiction (YANF)	46	84	36	166
YA Paperback Fic (YAPBF)	101	102	41	244
				0
Free reads	196	482	132	810
Games/Puzzles		4		4
Talking books		6		6
Assignment Shelf Books				0
TOTAL	9415	12513	6800	28726

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1809	2113	1021	4943
Nonfiction	1217	1389	625	3231

CHILDREN'S BOOKS

Fiction	1667	2595	1402	5664
Nonfiction	621	1166	409	2196

YA BOOKS

Fiction	157	241	97	495
Nonfiction	48	111	39	198
Magazines, Adult	926	294	210	1430
Magazines, Children	55	26	30	111
Games, Toys	0	4	0	4
Sound Recordings, adult	658	616	416	1690
Sound Recordings, ch	136	136	60	332
Online databases	0	0	0	0
Software	115	124	74	313
Vertical file	3	3	1	7
VHS/DVD	1533	2496	1261	5290
Equipment	2	0	0	2
Total	8947	11314	5645	25906

A-V Circulation	2442	3372	1811	7625
A-V Circulation as % of total	27.3%	29.8%	32.1%	29.4%

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

October 2005

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	140	30	149	32	232	50	521	113
LOCAL HISTORY								
In person	1	0	11	3		0	12	3
Letters written	2	2	10	10		0	12	12
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	468	20	1199	50	1155	48	2822	118
Computer software used	70	6	76	6	110	9	256	21
VCR Use		0	2	0	3	0	5	1
Microforms	3	0	16	2		0	19	3
CD ROM/Online databases	128	11	146	12	103	9	377	31
Typewriter use	2	0		0	1	0	3	0
Other equipment used	1	0	4	1		0	5	2
OTHER LIBRARY SERVICES USED								
Outreach activities	6	6	31	21	0	0	37	25
Notarized documents	4	1	1	0	1	0	6	2
Meeting Room Use (no. of groups)	40	13	32	11	40	13	112	37
Study room use	16	1	31	3	12	1	59	5
Proctoring	1	1	3	2	2	1		0
Tax Forms distributed		0	4	0		0	4	0
Pull Requests		0		0		0	0	48
INTERLIBRARY LOANS								
Requests made for:	66	17	74	19	18	5	158	40
Items rec'd for:	58	29	84	42	39	20	181	91
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries		0		0		0	0	0

REGISTRATIONS

Total Borrowers	7761	8101	3417	19279
Non-resident, paying	3	9	1	13
PLAC card users	0	2	0	2
Reciprocal borrowers	397	368	38	803
(Hispanic cards issued)	1			1

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
Programs for all ages	2	12	4	24	2	12	8	48
Children's Programs (0-13)	12	72	11	66	8	48	31	186
Number attending	371		346		136		853	
YA Programs (14-17)	1	6	1	6	2	12	4	24
Number attending	149		36		36		221	
Adult Programs	0	0	1	6	2	12	3	18
Number attending	8		161		93		262	
Senior Citizen Programs	6	36	5	30	1	6	12	72
Number attending	35		63		23		121	
Total Number of Programs	21	126	22	132	15	90	58	348
Total Persons Attending	563		606		288		1457	
Total Attending Same Month Last Yr.	807		766		76		1649	
Total Staff Hours Spent		263		346		246		898
Total Number of In-House Programs	11		22		13		46	
Total Attendance	134		606		260		1000	
Total Number of Outreach Programs	10		0		2		12	
Total Attendance	429		0		28		457	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7057	75.4%	7994	64.4%	4168	74.3%	19219	70.2%
Corporate	41	0.4%	67	0.5%	45	0.8%	153	0.6%
Juvenile 0-11	771	8.2%	1712	13.8%	560	10.0%	3043	11.1%
Nonresident No Fee	11	0.1%	220	1.8%	254	4.5%	485	1.8%
Nonresident Fee		0.0%	10	0.1%		0.0%	10	0.0%
Reciprocal	408	4.4%	306	2.5%	54	1.0%	768	2.8%
School		0.0%	8	0.1%		0.0%	8	0.0%
St. Joseph College		0.0%	515	4.1%		0.0%	515	1.9%
State Library Card		0.0%		0.0%		0.0%	0	0.0%
Staff	557	6.0%	671	5.4%	349	6.2%	1577	5.8%
Walking books	78	0.8%	37	0.3%		0.0%	115	0.4%
YA 12-17	98	1.0%	478	3.8%	31	0.6%	607	3.2%
YA-AV	336	3.6%	402	3.2%	145	2.6%	883	3.2%
Total	9357		12420		5606		27383	
All items borrowed by nonresidents	419	4.5%	1059	8.5%	308	5.5%	1786	6.5%

Salary Ordinance 2005
Update 11/14/05

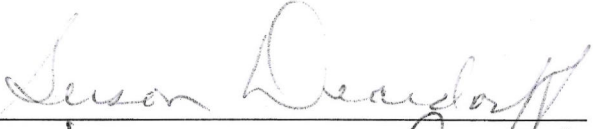
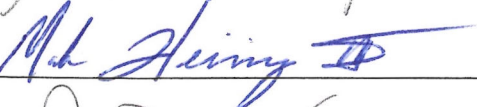
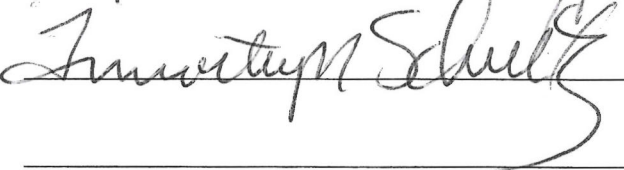
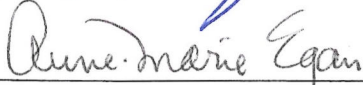
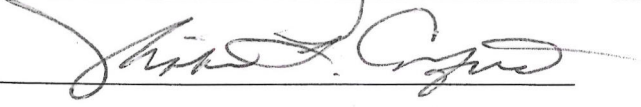
Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date	Raise Date(s)	Step
Davidson, Loretta	Clerk/Asst II	8.13/8.18	18	R	5/23, 10/18		
Middleton, Becky	Clerk	7.12/7.22/7.32	13	W	6/13/2005	Res. 10/29	
Steele, Robin	Clerk	\$7.12	12	W	11/14/2005		
DeVries,Carolynn	Clerk	7.12/7.22/7.32	14	W	6/13/2005		

Loretta was hired on October 18 to help Sheila with her duties. She will work 8 hours in a Systems Assistant II position (\$9.26 per hour). She was already employed May 23 to work as a clerk for 10 hours per week (\$7.22 per hour). We will pay her one salary that reflects the 10 hours as a clerk and 8 hours as an Assistant II, hence the \$8.13 wage. December 1, she is eligible for a 10 cent increase in her clerk pay, having been employed in that position for 6 months. The \$8.18 wage incorporates that crease.

Loretta has had two years at Purdue Calumet studying Information Systems. We are happy to have her in this position.

Becky Middleton, Wheatfield clerk, has had to resign to take care of a family emergency. Replacing her will be Robin Steele, who will work 12 hours instead of 13. Carolynn DeVries, another Wheatfield clerk, will pick up the extra hour and work 14 hours per week.

We have examined and approved the changes to the 2005 Jasper County Public Library Salary Ordinance. Dated November 14, 2005.

PEOPLE COUNT WEEK: WEEK OF OCTOBER 10 - 15, 2005

Year	Persons Entering Building			Materials Used			Copies Made for Patrons			CD-ROM/Internet/OPAC Use			Directional Questions						Reference Questions					
													Phone			In-Person			Phone			In-Person		
	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W
2005	1339	1953	1147	495	400	116	46	32	10	777	368	262	126	193	62	179	283	179	81	123	37	194	204	89
2004	1335	1863	564	152	337	188	5	3	44	572	264	157	126	135	45	106	292	175	72	56	16	152	128	78
2003	1251	1811	686	149	305	348	6	39	72	220	283	185	54	60	76	89	111	196	19	29	35	72	70	66
2002	1405	2147	502	215	197	206	13	2	64	569	319	91	121	156	66	95	171	186	30	61	40	127	122	37
2001	1293	2844	557	127	234	185	37	23	56	394	133	87	106	106	73	88	144	152	49	43	27	98	84	54
2000	1124	2555	548	294	372	239	8	6	100	125	187	87	61	103	57	65	291	138	31	27	21	83	109	52
1999	1497	1737	553	1541	547	326	52	324	174	27	32	0	136	157	64	148	236	106	137	34	26	291	118	61

	D	R	W
Total number:			
2005	3237	3556	1902
2004	2520	3078	1267
2003	1860	2708	1664
2002	2575	3175	1192
2001	2192	3611	1191
2000	1791	3650	1242
1999	3829	3185	1310

MEMORANDUM

Materials Selection Policy, Microform Reader-Printer Policy, Indemnification Policy, Circulation Policy

Summary: The Policy Committee finds no need for changes in the Materials Selection Policy, Microform Policy and Indemnification Policy. They recommend a change and an addition to the Circulation Policy.

Discussion: The Committee agrees with staff that a way should be found to offer library services to temporary residents who have been displaced due to the hurricanes. These temporary residents might not have the proof of local residence in the form of a unique address if they live in a campground or with a family that will not let them share their library card.

Our solution is to allow them to register for a family card, use their permanent address as well as temporary address, and limit the number of items the family may have checked out at a time to five. The risk is small since we will encounter few temporary residents and most people return the items they borrow.

In looking at the Circulation Policy where this provision for temporary residents would appear, the Policy Committee noted that PLAC users (Public Library Access Card users—who pay \$24 per year for the privilege of borrowing materials from any library in the state) can only check out books and magazines while others, such as Reciprocal Borrowers (those having library cards in other Indiana libraries) can borrow any materials our local borrowers may borrow. They recommend that PLAC users be allowed to borrow all circulating materials as all other borrowers are allowed to do.

Vote: To make no changes in the Indemnification, Materials Selection and Microform Reader-Printer policies, and to make changes in the Circulation Policy as noted on the attached copy of the policy.

Circulation Policy

Jasper County Public Library

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card in good standing.

Persons who live, work or own property in the JCPL library district, which includes all Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Students attending a school in the library district are eligible for free JCPL cards with full borrowing privileges. St. Joseph's College students are eligible for free one-year JCPL cards with full borrowing privileges. Persons living outside the library district who regularly volunteer at a JCPL library may be given full borrowing privileges at the discretion of the agency librarian.

Temporary residents displaced from their permanent homes due to natural disasters are eligible for a free family card. They must submit their permanent and temporary addresses, with proof, if available. A family may have only one card and may have only five items checked out at any one time.

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card.

The signature of a parent or legal guardian is required before a borrower's card can be issued to any child under the age of 14. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been revoked.

An annual fee of \$60 is assessed for out-of-county residents who do not own property, attend school or work in Jasper County, but wish to have full library privileges. This fee is the same for children and adults, and is NOT waived for Senior Citizens.

A corporation existing within the JCPL district may obtain a card for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM

Wed: 9 AM - 6 PM

Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM

Fri, Sat: 9 AM - 5 PM

Wheatfield: Mon, Wed, Th.: 9:30 AM - 5:30 PM

Tues: 9:30 AM - 8 PM

Fri, Sat: 9 AM - 5 PM

Loan Periods

Circulating CD ROMs:	3 weeks, with no renewal
Videos, nonfiction	1 week
DVD's and Videos, entertainment:	2 days
Express Books:	1 week
Textbooks	1 day
Newspapers	2 days
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR:	in house use only

All materials except DVDs, videos, textbooks, Express Books and circulating CD-ROMs may be renewed for one additional loan period. If an item is on hold for another patron, or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks (with no renewals) by special arrangement. If a patron has an extended loan item which has been in his/her possession longer than 3 weeks, s/he will be expected to return the item within 3 days after notification that the item has a hold request from another patron.

Videos for classroom use may be checked out for a one week loan period.

Loan Limits

Videos/DVDS: 2 DVDs, 2 entertainment videos, and 2 nonfiction videos per adult card. No holds. Only persons 18 years of age and older may borrow videos, with one exception. Persons 14-17 may borrow videos/dvds with parental permission.

Loan limits, continued

Circulating CD-ROMs:	2 items per borrower's card.
Short term loan materials:	On some occasions, materials are put on short term loan so that all students in a class have access to the resources.
CD's:	5 adult cds and 5 jcds per borrower's card.
All other materials:	Unlimited loan

~~PLAC users may borrow only books and magazines.~~

Fines and Fees

Fines will never exceed the original cost of the overdue item, up to a maximum of \$100 per item.

<u>Overdue materials:</u>	Adult Items:	\$.10 per day per item
	Children's room items	\$.05 per day per item
	Videos, Express Books & DVDs:	\$1.00 per day per item
	Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading)
	Circulating CD-ROMs:	\$1.00 per day per item
	Textbooks:	\$1.00 per day per item
	Overdue materials referred to collection agency:	\$10.00 per borrower plus overdue fines
	Equipment Loans:	\$2.00 per day; \$10.00 deposit refunded when material is returned undamaged

Lost video, dvd, cd or

<u>cd-rom jewel case:</u>	\$2.00 per case; \$2.50 per case at DeMotte
<u>Lost or damaged pamphlets:</u>	\$1.00 per item plus \$1.00 processing fee
<u>Lost or damaged CD ROMs:</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost or damaged CD ROM</u>	
<u>user's guide, notebook:</u>	\$5.00 for first item, \$10 for more than 1 item
<u>Lost or damaged magazine:</u>	Original retail cost of item plus \$3.00 processing fee
<u>Other lost or damaged materials:</u>	Original retail cost of item plus \$5.00 processing fee.
<u>Lost or damaged hanging bag:</u>	\$3.00 per item

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

\$15.00	all hardback books, videos, DVDs, CDs, lease books
\$5.00	all paperbacks
\$3.00	all magazines
\$1.00	all vertical file items, newspapers, college catalogs
\$ 5.00	all Landmark (leased) audiocassettes (per tape)
\$25.00	all textbooks, CD ROMs and audiocassettes

Patrons will be blocked from borrowing materials when overdue fines have accumulated to \$5.00 or when a borrowed item becomes 8 weeks overdue.

Lost or damaged borrower's card: \$2.00

FAX fees:

Fax of library materials sent by one branch to another at a patron's request:

First 5 pages free; 15 cents for each additional page

Fax of library materials to patron's home or business: 15 cents per page

Photocopy Fees:

Customer-operated copiers (at DeMotte & Rensselaer): 10 cents per single side

Staff-operated copiers (at DeMotte & Rensselaer): 20 cents single side

40 cents double side

Wheatfield copier: 15 cents single side

20 cents double side

Transparencies: 40 cents each

Printing Fees:

Research Computers and Internet Workstations, Computer Workstations for Word

Processing, etc.: 10 cents per page

Microfilm/fiche Workstations: 30 cents per page

Computer disk purchase: \$.30 each 3 ½" disk

Other Circulation Services

Hold materials: All circulating materials may be held by patrons except videos, DVD's and Express Books. Videos & DVDs will only be held for teachers using them in educational settings, and for groups needing a video for a particular date. Library staff can also place a reserve for a patron on a video/dvd currently on the shelves of another branch.

Walking books program: Library staff or volunteers will bring books and other library materials to shut-ins who are unable to visit the library.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL district.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. Reciprocal borrowers and PLAC users must request ILL from their home libraries.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons.

7/96; last updated 2/05

MEMORANDUM

2006 Budget—Second Thoughts

Summary: In July, the Budget Committee talked about instituting 3% instead of 4% raises for 2006, but decided to wait until later in the year to decide if the 4% salary increases for next year should be reduced. The chair of the Budget Committee now asks that I bring this issue to the full board for your consideration.

Discussion: We budgeted \$42,000 this year for heating. It appears that we will spend close to that amount even though we spent only \$24,179 last year. Next year, we have \$62,000 budgeted. We assumed our costs would rise because of the new library. Now we must also figure a 43% increase because of gas price hikes. \$62,000 is only 47% more than the \$42,000 we have budgeted for this year. The extra funds must come from somewhere.

We plan to have thermostats in all libraries lowered 1-2 degrees for the winter. That will save money (although we will have complaints from some staff).

Health insurance rates are higher than expected, although we may decide to offer a lower cost option, once Anthem gives us those figures.

I have refigured the salary line in the budget, now that we have hired most of our new staff. If we offer a 3% salary increase instead of a 4% increase, we will save the library \$7,280. I am concerned about our 4% increase as I listen to library directors across the state talk about their proposed 2% or 3% increases for next year. In only a few cases have I heard of 4% increases in the present economic climate. Patty, Gail and I feel that cutting our increases from 4% to 3% for 2006 would be a fiscally responsible action to take.

The Personnel Policy says we will give 4% increases, but that salary increases are contingent on sufficient revenues of the Library. Next year the board can revisit the issue and go back to 4% increases if revenues allow.

Even if we make this 1% cut, I think we may come up a little short next year. We have additional options for cost-cutting, should the need arise. We can make internal changes so that we cut budget lines a little here and there. On the other hand, we do not *have* to reduce portions of the operating budget unless we want to. We plan to transfer \$100,000 from Operating Fund to LIRF next year – a part of the proceeds from the sale of the Wheatfield Library. We could use some of that money and not put it into LIRF. We will have \$30,763 unspent in the Rainy Day Fund. That could be appropriated next year in an emergency.

In other words, we are NOT in danger of operating in the red. We are simply going to have to do some cutting to operate within our revenues.

If we are going to reduce the salary increases, it needs to be done at the November board meeting. We notify staff in November and December about their salaries for next year and the Business Office also needs advance notice as they prepare for the new year.

Vote: To give 3% salary increases next year instead of 4% increases, in order to keep our expenses within our budgeted figures.

JCPL FINANCIAL STATEMENT

F 1

October 31, 2005

	<u>Beginning 2005 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$580,559.27	\$173,514.36	\$1,441,588.50	\$45,228.76	\$1,117,385.60	\$256,356.37
Includes Investments of:						
Public Library Access Card Fund	\$26.00	\$0.00	\$54.00	\$56.00	\$84.00	\$56.00
Gift Fund	\$4,067.95	\$605.06	\$4,588.74	\$379.14	\$8,681.76	\$8,160.97
DeMotte	\$495.86	\$126.77	\$1,432.51	\$0.00	\$2,045.89	\$1,109.24
Rensselaer	\$2,665.70	\$478.29	\$2,823.21	\$29.00	\$5,688.22	\$5,530.71
Wheatfield	\$906.39	\$0.00	\$333.02	\$350.14	\$947.65	\$1,521.02
Library Improvement Reserve Fund	\$200,712.12	\$40,165.00	\$92,834.34	\$73.60	\$3,709.24	\$111,587.02
Includes Investments of:						
Bond & Interest Redemption Fund	\$24,412.51	\$500.50	\$139,340.50	\$0.00	\$291,891.27	\$176,963.28
Includes Investments of \$100,000						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,763.00
Transfer from OPER Fund						
Capital Projects Fund	\$2,716.20	\$12,954.08	\$74,875.24	\$79.16	\$92,129.38	\$19,970.34
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$652.03	\$47.83	\$652.03	\$0.00
Levy Excess Fund	\$18,864.54	\$0.00	\$0.00	\$0.00	\$0.00	\$18,864.54
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$2,040,731.23	\$0.00	\$1,902,650.25	\$272.28	\$49,003.95	\$187,084.93
Includes Investments of \$125,000						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$4,929.50	\$55,506.02	\$4,929.50	\$55,506.02	\$0.00
FICA Tax Collected	\$0.00	\$5,205.64	\$53,235.26	\$5,205.64	\$53,235.26	\$0.00
State Tax Collected	\$2,281.19	\$2,323.51	\$23,690.46	\$2,317.71	\$23,726.98	\$2,317.71
County Tax Collected	\$599.16	\$752.25	\$6,654.85	\$751.00	\$6,806.69	\$751.00
Deferred Comp.	\$0.00	\$4,360.84	\$46,605.31	\$4,360.84	\$46,605.31	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,621.06	\$33,176.11	\$3,621.06	\$33,176.11	\$0.00
Employee Life Insur.	\$0.00	\$30.80	\$310.52	\$30.80	\$310.52	\$0.00
Employee P.E.R.F.	\$7,678.26	\$7,861.13	\$31,886.12	\$2,536.20	\$26,744.06	\$2,536.20
Credit Union	\$0.00	\$3,377.17	\$24,090.53	\$3,377.17	\$24,090.53	\$0.00
TAL ALL FUNDS.....	\$2,913,621.43	\$260,200.90	\$3,931,738.78	\$73,266.69	\$1,833,738.71	\$815,621.36

Bank Balances**Jasper County Public Library***Report as of: 10/31/2005*

<i>Bank</i>		
1	Peoples State Bank	\$406,467.38
2	Demotte State Bank	\$10,272.03
3	Peoples State Bank-LIRF Acct	\$111,587.02
4	PSB-LIRF CD#3004376	\$0.00
5	Cash On Hand	\$210.00
6	Peoples State Bank-Construction Ckg.	\$46,739.72
7	PSB-Lee Co. (Escrow)#0326100	\$15,345.21
8	Nat'l City Bank CD#6335171611	\$0.00
9	PSB Const.- (6mon) CD#3004279	\$0.00
10	PSB Const.- (6mon) CD#3004260	\$0.00
11	PSB Const.- (6mon) CD#3004252	\$0.00
12	PSB Const.- (6mon) CD#3004244	\$0.00
13	PSB Const.- (6mon) CD#3004236	\$0.00
14	PSB Const.- (9mon) CD#3004228	\$0.00
15	Peoples State Bank-ESCROW Acct	\$0.00
16	PSB CD#0000001193-3008630	\$225,000.00
Total all banks =		\$815,621.36

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 10/1/2005 To 10/31/2005

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,454.00	\$0.00	\$54,454.00	\$4,537.86	\$45,291.07	\$9,162.93	83.2
1.12 SALARY OF ASSISTANTS	\$787,808.00	\$0.00	\$787,808.00	\$63,155.56	\$631,821.01	\$155,986.99	80.2
1.13 WAGES OF JANITORS	\$51,967.00	\$0.00	\$51,967.00	\$3,934.72	\$36,209.00	\$15,758.00	69.7
1.21 EMPLOYER'S SHARE-FICA	\$64,481.00	\$1,201.05	\$65,682.05	\$5,205.64	\$53,235.26	\$12,446.79	81.0
1.22 UNEMPLOYMENT COMPENSATION	\$4,553.00	\$147.00	\$4,700.00	\$751.95	\$5,620.27	(\$920.27)	119.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$43,525.00	\$0.00	\$43,525.00	\$11,146.91	\$44,613.38	(\$1,088.38)	102.5
1.24 EMPLOYER'S CONTRIB.- INS.	\$66,666.00	\$1,193.58	\$67,859.58	\$4,630.27	\$49,743.17	\$18,116.41	73.3
1.31 OTHER PERSONAL SERVICES	\$100.00	\$15,700.00	\$15,800.00	\$40.00	\$15,740.00	\$60.00	99.6
Subtotal	\$1,073,554.00	\$18,241.63	\$1,091,795.63	\$93,402.91	\$882,273.16	\$209,522.47	80.8
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$0.00	\$900.00	\$0.00	\$738.84	\$161.16	82.1
2.12 STATIONERY AND PRINTING	\$550.00	\$0.00	\$550.00	\$0.00	\$296.50	\$253.50	53.9
2.13 OTHER OFFICE SUPPLIES	\$9,200.00	\$0.00	\$9,200.00	\$87.52	\$7,464.22	\$1,735.78	81.1
2.21 CLEANING & SANITATION SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$187.80	\$2,905.31	\$1,594.69	64.6
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$290.87	\$2,452.71	\$1,547.29	61.3
2.31 BUILDING MATERIALS & SUPPLIES	\$2,000.00	\$0.00	\$2,000.00	\$9.66	\$342.90	\$1,657.10	17.1
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	(\$3.26)	\$201.66	\$198.34	50.4
2.41 LIBRARY SUPPLIES	\$11,700.00	\$40.74	\$11,740.74	\$790.31	\$11,150.59	\$590.15	95.0
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$4.94	\$112.74	\$87.26	56.4
Subtotal	\$33,550.00	\$40.74	\$33,590.74	\$1,367.84	\$25,665.47	\$7,925.27	76.4
<i>3. Other Services and Charge</i>							
3.13 LEGAL SERVICES	\$2,507.00	\$0.00	\$2,507.00	\$0.00	\$335.00	\$2,172.00	13.4
3.14 OTHER PROFESSIONAL SERVICES	\$5,500.00	\$8,832.30	\$14,332.30	\$2,196.81	\$14,823.28	(\$490.98)	103.4
3.21 TELEPHONE	\$5,800.00	\$1,008.00	\$6,808.00	\$425.58	\$7,000.32	(\$192.32)	102.8
3.22 POSTAGE	\$5,500.00	\$53.00	\$5,553.00	\$3.85	\$3,411.16	\$2,141.84	61.4
3.23 MILEAGE	\$7,500.00	\$219.51	\$7,719.51	\$880.97	\$6,858.73	\$860.78	88.8
3.24 PROFESSIONAL MEETINGS	\$7,500.00	\$105.00	\$7,605.00	\$715.37	\$6,417.25	\$1,187.75	84.4
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$118.62	\$1,722.70	\$77.30	95.7
3.26 NETWORKING	\$15,000.00	\$0.00	\$15,000.00	\$264.99	\$7,945.12	\$7,054.88	53.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$52.08	\$908.77	\$591.23	60.6
3.32 OTHER PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$68.52	\$275.52	\$274.48	50.1
3.4 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$40,000.00	\$4,507.00	\$44,507.00	\$0.00	\$31,975.23	\$12,531.77	71.8
3.51 GAS	\$42,000.00	\$0.00	\$42,000.00	\$1,561.05	\$24,799.67	\$17,200.33	59.0
3.52 ELECTRICITY	\$49,000.00	\$0.00	\$49,000.00	\$3,386.44	\$42,331.33	\$6,668.67	86.4
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$101.60	\$915.51	\$84.49	91.6
3.54 WASTE DISPOSAL SERVICES	\$3,200.00	\$0.00	\$3,200.00	\$196.95	\$2,312.76	\$887.24	72.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.61 BUILDING & STRUCTURES	\$48,000.00	\$42,735.00	\$90,735.00	\$3,791.92	\$79,216.65	\$11,518.35	87.3
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,141.75	(\$141.75)	114.2
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$9.95	\$200.50	\$99.50	66.8
3.91 DUES	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,830.40	(\$30.40)	101.7
3.93 TAXES & ASSESSMENTS	\$260.00	\$0.00	\$260.00	\$0.00	\$259.64	\$0.36	99.9
3.94 TRANSFER TO LIRF	\$20,524.00	\$0.00	\$20,524.00	\$0.00	\$0.00	\$20,524.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$144.95	(\$44.95)	145.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$58,594.00	\$0.00	\$58,594.00	\$5,101.47	\$57,713.65	\$880.35	98.5
Subtotal	\$319,555.00	\$57,459.81	\$377,014.81	\$18,876.17	\$292,739.89	\$84,274.92	77.6
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$700.00	\$38,700.00	\$39,400.00	\$38,700.00	\$38,700.00	\$700.00	98.2
4.4 FURNITURE & EQUIPMENT	\$5,940.00	\$9,346.37	\$15,286.37	\$4,258.07	\$14,080.51	\$1,205.86	92.1
4.51 BOOKS	\$139,000.00	\$1,005.45	\$140,005.45	\$10,405.17	\$118,658.76	\$21,346.69	84.8
4.52 PERIODICALS & NEWSPAPERS	\$22,600.00	\$69.95	\$22,669.95	\$114.40	\$17,184.32	\$5,485.63	75.8
4.53 NONPRINTED MATERIALS	\$68,104.00	\$4,116.92	\$72,220.92	\$6,389.80	\$52,286.39	\$19,934.53	72.4
Subtotal	\$236,344.00	\$53,238.69	\$289,582.69	\$59,867.44	\$240,909.98	\$48,672.71	83.2
Grand Total	\$1,663,003.00	\$128,980.87	\$1,791,983.87	\$173,514.36	\$1,441,588.50	\$350,395.37	80.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
8/9/2005	100 OPERATING FUND	1.21 EMPLOYER'S SHARE-FICA	\$1,201.05	FICA-C.Spurgeon 2005 Constr. Fund Reimbursement
8/9/2005	100 OPERATING FUND	1.22 UNEMPLOYMENT COMPENSATION	\$147.00	Unemployment Comp. 2005 - C.Spurgeon, Constr. Fund Reimbursement
3/18/2005	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.- INS.	\$1,193.58	COBRA Reimbursement-K.Woods (Jan-Feb-Mar'05)
8/9/2005	100 OPERATING FUND	1.31 OTHER PERSONAL SERVICES	\$15,700.00	C. Spurgeon wage 2005, Constr. Fund reimbursement
1/3/2005	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	\$40.74	Encumbered from 2004 per Bd. Approval 12/27/04
2/25/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$170.00	Spanish Grant Reimbursement A/P #159 Veronica Rodriguez
3/14/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$6,800.00	LIRF Reimbursement-Prof.Lib.Lift Movers, A/P #242
5/10/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$209.00	Reimbursement-Troyer A/P #437
10/11/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$1,465.00	LIRF Reimbursement-Troyer Gr. Carpet Specs A/P#991
10/31/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$188.30	Corrected entry of 6/17/05 for Spanish Gr. Reimbursement
9/1/2005	100 OPERATING FUND	3.21 TELEPHONE	\$1,008.00	Nitco USF E-rate refund 2005
5/3/2005	100 OPERATING FUND	3.22 POSTAGE	\$3.00	Overpayment on PO Box Rental A/P #240
9/27/2005	100 OPERATING FUND	3.22 POSTAGE	\$50.00	Crown Point P.L. Reimbursement-A/P #865
2/25/2005	100 OPERATING FUND	3.23 MILEAGE	\$125.96	Spanish Grant Reimbursement A/P #146 Sandra Gersbach
6/17/2005	100 OPERATING FUND	3.23 MILEAGE	\$188.30	Spanish Grant Reimbursement-Sandra Gersbach/Mary Herz
10/31/2005	100 OPERATING FUND	3.23 MILEAGE	(\$188.30)	Entry Change to Approp error of 6/17/05.
10/31/2005	100 OPERATING FUND	3.23 MILEAGE	\$93.55	Corrected entry of 6/17/05 for Spanish Gr. Reimbursement.
6/17/2005	100 OPERATING FUND	3.24 PROFESSIONAL MEETINGS	\$93.55	Spanish Grant Reimbursement-Veronica Rodriguiz
10/17/2005	100 OPERATING FUND	3.24 PROFESSIONAL MEETINGS	\$105.00	Refund-ILF District One Mtg. A/P #847
10/31/2005	100 OPERATING FUND	3.24 PROFESSIONAL MEETINGS	(\$93.55)	Entry Change to Approp error of 6/17/05.
8/22/2005	100 OPERATING FUND	3.42 OTHER INSURANCE	\$3,815.00	Ohio Casualty Group Insurance Refund-A/P #580
9/26/2005	100 OPERATING FUND	3.42 OTHER INSURANCE	\$692.00	Refund Ohio Casualty Group A/P #580
3/10/2005	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$34,965.00	LIRF Reimbursement- C.P. Quality Floors, A/P #187
3/10/2005	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$7,770.00	LIRF Reimbursement-C.P. Quality Floors, A/P #187
10/12/2005	100 OPERATING FUND	4.3 IMPROVEMENTS OTHER THAN BUILD.	\$38,700.00	LIRF Reimbursement-Crown Point Quality Floors A/P#1015
1/3/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$3,365.85	Encumbered from 2004 per Bd. Approval 12/27/04
4/1/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$50.00	Rebate of EPSON Printer, Amazon.com A/P #2

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
5/1/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$74.98	Reimbursement-Prof. Lib. Movers for Amazon.com A/P 370
8/9/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$2,925.34	Reimbursed from LIRF Acct. A/P 739 Highsmith Tambour Cabinets
8/9/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$1,964.00	Instruct.Lab Grant Reimbursement-A/P #502 (CDW-G); 506 (Chester's); 518 (Hewlett Packard)
8/9/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$966.20	Mobile Lab Grant Reimbursement-A/P #399 (Dell)/518 (Hewlett Pack.); 609 (Chester's)
2/25/2005	100 OPERATING FUND	4.51 BOOKS	\$334.80	Spanish Grant Reimbursement A/P #133 OCLC
6/17/2005	100 OPERATING FUND	4.51 BOOKS	\$251.01	Spanish Grant Reimbursement-OCLC, B&T
8/9/2005	100 OPERATING FUND	4.51 BOOKS	\$374.17	Spanish Grant Reimb.-B&T, Lectorum, Ollis Bks
8/9/2005	100 OPERATING FUND	4.51 BOOKS	\$45.47	Spanish Grant Reimb.-B&T
8/9/2005	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$69.95	Spanish Grant Reimb. - EVA Subsc.
1/3/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$2,881.45	Encumbered from 2004 per Bd. Approval 12/27/04
2/25/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$47.92	Spanish Grant Reimbursement A/P #133 OCLC
6/17/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$210.07	Spanish Grant Reimbursement-B&T, Library Video
8/9/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$303.48	Spanish Grant Reimb. - Kimbo Educ, Continental Bk, PAC
8/9/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$674.00	Instruct.Lab Grant Reimbursement-A/P #501/502 (CDW-G); 504(Centur.Techn);609 (Chester's)
1/3/2005	130 LIRF FUND	3.14 OTHER PROFESSIONAL SERVICES	\$6,800.00	Encumbered from 2004 per Bd. Approval 12/27/04
1/3/2005	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$42,735.00	Encumbered from 2004 per Bd. Approval 12/27/04
1/11/2005	160 CAPITAL PROJECTS FUND	4.2 BUILDINGS	(\$26,487.00)	Per DLGF 2005 Budget Order
4/13/2005	180 CONSTRUCTION FUND	3.51 GAS	\$6,352.40	Gough reimbursement NIPSCO A/P #282
2/16/2005	180 CONSTRUCTION FUND	3.52 ELECTRICITY	\$14,524.00	Refundable Deposit Ret'd, NIPSCO, A/P #1
4/13/2005	180 CONSTRUCTION FUND	3.52 ELECTRICITY	\$425.45	Gough reimbursement NIPSCO A/P #282
8/4/2005	180 CONSTRUCTION FUND	4.4 FURNITURE & EQUIPMENT	\$70.00	Refund-Hewlett Packard A/P #572 (ProCurve Switch) Ret'd.

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$128,980.87
130	\$49,535.00
160	(\$26,487.00)
180	\$21,371.85

Voucher List

F4a

Jasper County Public Library

Report Date: From 10/1/2005 To 10/31/2005

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
111	913	JASPER COUNTY PUBLIC LIBR	10/3/2005	Correct A/P #187, 3/10/05, wrong appropriation number	\$0.00
24425	914	AARON'S LAWN CARE	10/10/2005	Sep Mowing, weeding, trimming - DeM & Rens. Lib.	\$655.00
24426	915	ACE HARDWARE	10/10/2005	Raid Bug Killer & Toilet Seat Replacement-DeM. Lib.	\$8.18
24427	916	AFFORDABLE ALTERNATIVES	10/10/2005	Receipt Paper, Black Ink Cartridges for Receipt Printer	\$312.60
24428	917	ALLSOURCE TELECOM, LLC	10/10/2005	New Phone Jack in Business Office Installed	\$184.95
24429	918	AMAZON.COM CREDIT	10/10/2005	Books	\$87.41
24430	919	BAKER & TAYLOR	10/10/2005	Books, A-V, Continuations	\$10,133.76
24431	920	BAKER & TAYLOR ENTERTAIN	10/10/2005	Videos	\$219.62
24432	921	BARNES & NOBLE	10/10/2005	Ch. Books/Audiobooks	\$178.04
24433	922	BBC AUDIOBOOKS AMERICA	10/10/2005	Audiobooks	\$40.69
24434	923	BILL CADDELL	10/10/2005	Art Consulting for WH. Building Project	\$327.17
24435	924	CAPITAL ONE, F.S.B.	10/10/2005	Rio Player Adapter, TLC User Group Expenses; ILF Ref Wkshp-Weed; Print Artist Gold; Crafts;AV Shop Trip expenses	\$689.80
24436	925	CDW GOVERNMENT, INC	10/10/2005	Data Backup Tapes, Cleaning Cartridges, Flash Drive, Surge Protectors	\$168.99
24437	926	CHESTER TECHNOLOGIES	10/10/2005	Tech/System Support-7/31-9/16/2005 per attached invoices	\$3,750.00
24438	927	CHICAGO TRIBUNE	10/10/2005	Newspaper Subsc. 9/19/05-3/19/06 - DeM.	\$114.40
24439	928	CHIEF, CDS	10/10/2005	Marc Concise Formats-2004	\$40.00
24440	929	CINDY HORGASH	10/10/2005	Haunted Halloween Tales Storyteller	\$45.00
24441	930	COMCAST	10/10/2005	Sep. Wireless Communication-DeM.	\$160.00
24442	931	CULLIGAN	10/10/2005	Wh. Water Cooler Rental & Water	\$47.70
24443	932	DEMCO	10/10/2005	Audio cassette albums, subj labels	\$70.84
24444	933	DENISE HAVENS	10/10/2005	Mileage-pick up Mobile Lab	\$7.76
24445	934	DEMOTTE CHAMBER OF COM	10/10/2005	Snowmen About Town" Cutout	\$30.00
24446	935	DIANA KOOY	10/10/2005	Keytags, Coat Hangers, Artwall hangers/hooks-WH. CONSTR. Proj; Postage	\$199.78
24447	936	DIANE OPOLSKI	10/10/2005	Mileage-Readers Advisory, Bank Deposits, Retirement Planing	\$34.30
24448	937	DORIS MYERS	10/10/2005	Art pieces - WH. Bldg. Project	\$2,300.00
24449	938	EBSCO SUBSCRIPTION SERVI	10/10/2005	NoveList-OnLine database	\$2,000.00
24450	939	EMILY WHITLOW	10/10/2005	Mileage-Staff Development	\$21.34
24451	940	FASE'S WATER TREATMENT	10/10/2005	Redout-10 @ DeM.	\$102.50
24452	941	GAIL JUNG	10/10/2005	Counterparts/Board Mtg Mileage; Counterparts Expense	\$100.71
24453	942	HERITAGE OFFICE PRODUCT	10/10/2005	HR Spec. Desk, Chair, Nameplate, Nametags	\$1,151.06
24454	943	HIGHSMITH CO. INC.	10/10/2005	Ch. Prizes; Posters, Banners-Rens. Lib.	\$57.74
24455	944	HP PRODUCTS CORP.	10/10/2005	Vacuum-DeM, Vac. Hose Replacement, Vacuum Bags, AirSticks, Gum Remover, Vacuum-WH. Bldg. Proj	\$2,493.80
24456	945	HSBC BUSINESS SOLUTIONS	10/10/2005	CD-ROMS, DVDs, CDs	\$1,370.68
24457	946	INDIANA DEPT. OF WORKFOR	10/10/2005	Unemployment Comp-Third Quarter 2005	\$751.95
24458	947	INDIANA HISTORICAL SOCIET	10/10/2005	Book	\$18.76
24459	948	INGRAM	10/10/2005	Paperbacks	\$104.14
24460	949	INSPIRATIONAL DISTRIBUTOR	10/10/2005	Christian Books	\$163.96
24461	950	JASPER COUNTY HOSPITAL	10/10/2005	Water Testing(Coliform)-DeM. Lib. Sep'05	\$15.00
24462	951	JENNIFER L.DOUTHIT	10/10/2005	Mileage-TLC Conf., Catalogers Mtg. & Expenses	\$105.14
24463	952	JOHN GROPE	10/10/2005	Artwork-The Last Crabapple-WH. Bldg. Project	\$80.00
24464	953	JPMORGAN CHASE BANK	10/10/2005	Annual Registrar Fees-Bond of 1991	\$500.50
24465	954	JUDY E. CRAWFORD	10/10/2005	Artwork-charcoal drawing "The STORY"- WH. Bldg.Proj	\$400.00
24466	955	KATHRYN WEED	10/10/2005	Spanish Open House Musical Performer (Rafael Figueroa)	\$200.00
24467	956	KEM'S TRUSTWORTHY HARD	10/10/2005	Duct Tape, Padlock, Geocel & Roof/Flashing Sealant	\$16.54

F4b	Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
	24468	957	LEE COMPANY, INC.	10/10/2005	WH. Bldg. Project Equipment/Furniture	\$3,182.08
	24469	958	LEE COMPANY, INC.	10/10/2005	Additional Shelving, End Panels, Top (replaces F79, F94)	\$1,590.00
	24470	959	LEXICON MARKETING CORP.	10/10/2005	Ingles sin Barreros set	\$349.35
	24471	960	LIBRARY VIDEO COMPANY	10/10/2005	Videos	\$927.10
	24472	961	LINDA THOMPSON	10/10/2005	Mileage- Ref. Counterparts, Bank Deposit	\$31.86
	24473	962	LISA DAVIS	10/10/2005	Soapmaking Supply; Hors'd'ouwer Program	\$43.74
	24474	963	LYNN DAUGHERTY	10/10/2005	Mileage-Board, NILBA, Director's, Mgmt, etc.; Book	\$124.51
	24475	964	MARK WILKINS	10/10/2005	Speaking Engagement-10/17/05	\$125.00
	24476	965	McDANIEL FIRE SYSTEMS	10/10/2005	Install & Test Auto Dialer to Fire Alarm-Wh. Bldg. Project	\$662.00
	24477	966	MIDWEST TAPE	10/10/2005	DVD	\$21.99
	24478	967	MISHAWAKA-PENN-HARRIS P	10/10/2005	Lost ILL Book	\$26.00
	24479	968	OCLC NETLIBRARY	10/10/2005	Audiobook OnLine Subscription, 3500 Checkouts, 9/1/04-8/31/06	\$500.00
	24480	969	OSBY WATER CONDITIONING	10/10/2005	Water Softner Salt-Wh. Library	\$75.00
	24481	970	PATTY STRINGFELLOW	10/10/2005	Mgmt Institute Expense; Mileage-Staff Development, Mgmt Inst., Board Mtg, Spanish Open House Fiesta	\$216.25
	24482	971	PEGGY WOODS	10/10/2005	Staff Development Mileage	\$10.67
	24483	972	PUBLIC EMPLOYEES' RETIRE	10/10/2005	3rd QTR PERF Contributions	\$19,008.04
	24484	973	PRAIRIE ARTS COUNCIL	10/10/2005	WH Art Project Adminstration/Coordination; Art work submissions	\$2,646.62
	24485	974	PRECISION CONTROL SYSTE	10/10/2005	H&G assisted w/change Diaphragm/plugs; reset hot water temp controls-DeM; Chiller switch off on panel-Rens.	\$549.00
	24486	975	PURDUE UNIVERSITY	10/10/2005	Digitization Grant -photography services	\$317.50
	24487	976	QUILL CORPORATION	10/10/2005	Labels, binders, tape dispenser, scissors, index cards, tape	\$89.17
	24488	977	RACHAEL CAVINDER	10/10/2005	AV Shopping Trip Mileage	\$26.22
	24489	978	RECORDED BOOKS, LLC	10/10/2005	Audiobooks	\$167.60
	24490	979	REGENT BOOK CO., INC.	10/10/2005	BH&G Decorating & Kitchen & Bath Ideas Books	\$24.26
	24491	980	RENEE CARR	10/10/2005	L.D.Telephone calls; Scrapbooking supplies	\$50.99
	24492	981	RENSSELAER REPUBLICAN	10/10/2005	HR Specialist classified ad (additional days)	\$52.08
	24493	982	SCHOLASTIC LIBRARY PUBLIS	10/10/2005	2005 Enchantment of the World series-Continuations Order	\$140.40
	24494	983	SECURITY COURIERS CORP.	10/10/2005	Courier Services, 9/2-9/23/05	\$1,270.31
	24495	984	SHERRI CAMERON	10/10/2005	Cake Catering- Spanish Open House	\$29.31
	24496	985	SHOWCASES	10/10/2005	Full Sleeve CD Cases-polypropylene clear flexible	\$204.77
	24497	986	STATE OF IN/ENERGY GROUP	10/10/2005	PFEED Loan-3rd Qtr Payment 2005	\$2,402.97
	24498	987	STUNT DAWG STUDIO	10/10/2005	Tote Bags-Marketing	\$68.52
	24499	988	SUSAN ENGELMANN	10/10/2005	CYPD Conference Accomodations/Mileage	\$303.29
	24500	989	TAPED EDITIONS	10/10/2005	Audiobooks	\$111.27
	24501	990	THOMSON GALE	10/10/2005	Large Print-Harry Potter, Black Rose; Something/Author	\$181.91
	24502	991	TROYER GROUP, INC.	10/10/2005	Consultations-Rens.Carpeting Spec Services; Wh. Bldg Furniture Project	\$1,817.00
	24503	992	TYSEN'S COUNTRY GROCERY	10/10/2005	Senior Citizen Appreciation Program-DeM. Lib.	\$13.95
	24504	993	UNIQUE MANAGEMENT SERVI	10/10/2005	Initial & Secondary Placements	\$201.16
	24505	994	WAL-MART COMMUNITY BRC	10/10/2005	Face Painting Sup, Pinata & Spanish Open House Supply, CDs,Bk Wipes, Calculator, Pledge,Works Bowl, Lysol, Bleach, etc.	\$513.37
	24506	995	WEBBALANCED TECHNOLOGI	10/10/2005	3rd Quarter 2005 Internet Filtering Services	\$360.00
	24507	996	ALMA MOLENAAR	10/10/2005	Vintage Views Fall/Winter HIS Publication	\$10.00
	24508	997	CENTRAL STATES SALES CO	10/10/2005	Outdoor Pole Light bulbs, Sm. Ceiling Proj bulbs	\$101.00
	24509	998	CIRCLE R ELECTRIC, INC.	10/10/2005	Install People Counter - WH. Bldg. Project	\$183.11
	24510	999	DELL MARKETING L.P.	10/10/2005	Dell Pentium 4 Computer/Monitor/Keyboard-HR Spec.	\$1,204.48
	150102	1000	JASPER COUNTY PUBLIC LIBR	10/10/2005	Lee Escrow Payment, Sep 2005	\$353.56
	115	1001	JASPER COUNTY PUBLIC LIBR	10/10/2005	Reimburse Operating Fund for Troyer Carpet Spec Services-Rens. Lib.	\$1,465.00
	0	1002	DEMOTTE STATE BANK	10/10/2005	Deposit Slips-Wh. Lib (Bank DEBIT)	\$7.25
	0	1003	PAYROLL	10/10/2005	PAYROLL	\$36,149.89
	24511	1004	ANTHEM BLUE CROSS AND B	10/10/2005	October Medical Ins.Premium	\$7,829.40

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Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total F4c</i>
24512	1005	GREAT-WEST RETIREMENT S	10/10/2005	IN Deferred Comp W/Held from 10 OCT 05 Payroll-	\$2,180.42
0	1006	INDIANA DEPARTMENT OF RE	10/20/2005	EFT-W/Held from SEP 2005 Payroll, Ref #82450	\$3,075.76
0	1007	IRS USA TAXPAYMENT	10/11/2005	EFT-FICA & Federal Tax W/held 10 OCT 05 Payroll, Ref#00442959	\$7,785.33
24513	1008	LA-PORTRER FEDERAL CREDIT	10/10/2005	W/held from 10 OCT 05 Payroll-7 employees per attached	\$1,699.20
24514	1009	NIPSCO	10/10/2005	Wh. Utilities-8/31-10/03/05	\$2,183.02
24515	1010	NORTHWESTERN INDIANA TE	10/10/2005	DeMotte Local Telephone Service-October 2005	\$139.68
24516	1011	TOWN OF DEMOTTE	10/10/2005	Sewer Service-DeM. Lib., August 2005	\$66.50
24517	1012	TOWN OF WHEATFIELD SEW	10/10/2005	Sewer Services-Wh. Library, October 2005	\$41.05
24518	1013	VISION SERVICE PLAN- (IN)	10/10/2005	Oct '05 Vision Insurance-16 employees	\$134.80
24519	1014	SPRINT	10/10/2005	Payphone-Rens. Lib., October 2005	\$51.13
24520	1015	CROWN POINT QUALITY FLO	10/11/2005	Rens. Lib. Carpet Contract - 45% deposit	\$38,700.00
116	1016	JASPER COUNTY PUBLIC LIBR	10/11/2005	Reimburse Operating for Rens. Carpeting Project (Initial Deposit)	\$38,700.00
0	1017	PAYROLL	10/25/2005	PAYROLL	\$35,518.25
24521	1018	AFLAC	10/25/2005	Supplemental Insurance-Nov 2005, Daugherty, Molenaar, Schulenberg, Woods	\$219.30
24522	1019	ANTHEM LIFE	10/25/2005	November Life Ins. Premium	\$98.63
24523	1020	CITY OF RENSSELAER	10/25/2005	Rens. Lib. Utilities-9/9-10/7/05	\$1,977.21
24524	1021	HSBC BUSINESS SOLUTIONS	10/25/2005	DVD's, Game Dr. Repair Kit	\$98.97
24525	1022	GREAT-WEST RETIREMENT S	10/25/2005	W/Held from 25 OCT 05 Payroll - 0 participants	\$2,180.42
0	1023	IRS USA TAXPAYMENT	10/26/2005	EFT - FICA & Federal Tax W/held 25 OCT 05 Payroll	\$7,555.45
24526	1024	LA-PORTRER FEDERAL CREDIT	10/25/2005	W/Held from 25 OCT 05 Payroll-7 employees	\$1,677.97
24527	1025	NIPSCO	10/25/2005	DeM. Utilities-9/8-10/7/05 (No Elec read)	\$940.51
24528	1026	SPRINT	10/25/2005	Wh. Telephone Local Service-October 2005	\$284.39
24529	1027	SPRINT	10/25/2005	Long Distance Calls, 9/8-10/7/05	\$47.71
Total Amount of Claims					\$260,554.46

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, November 01, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$260,554.46

Date this 14th day of November, 2005.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Printed on Tuesday, November 01, 2005

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Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

October 31, 2005

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$3,092.02	\$29,281.36
DeMotte	\$1,011.14	\$10,351.84		
Rensselaer	\$1,483.36	\$13,712.67		
Wheatfield	\$597.52	\$5,216.85		
PHOTOCOPIES:			\$698.30	\$6,847.44
DeMotte	\$258.90	\$2,503.56		
Rensselaer	\$277.90	\$3,253.79		
Wheatfield	\$161.50	\$1,090.09		
CARDS:			\$0.00	\$0.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$0.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$1,118.44	\$9,505.67
Checking/Repurchase/Savings/CD's	\$1,118.44	\$9,505.67		
TAXES:			\$0.00	\$717,860.47
Property Tax	\$0.00	\$420,616.69		
License Excise Tax	\$0.00	\$42,061.38		
Financial Institution Tax	\$0.00	\$689.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$4,225.90		
Local Option/Certified Shares	\$0.00	\$224,302.50		
Local Option/Property Tax Repl.	\$0.00	\$23,182.00		
State Distribution	\$0.00	\$2,783.00		
REFUNDS:			\$40,320.00	\$353,890.66
Rebates/Refund	\$105.00	\$5,528.68		
Insurance Claim (COBRA Reimbursements)	\$0.00	\$1,193.58		
Meeting Room Rental	\$0.00	\$100.00		
Interfund Reimbursement	\$40,165.00	\$109,882.39		
Other Reimbursements	\$0.00	\$1,180.76		
Other Receipts	\$0.00	\$10.26		
Wheatfield Bldg. Sale	\$0.00	\$225,986.00		
Equipment Sales	\$50.00	\$2,155.00		
Grant Reimbursements	\$0.00	\$7,853.99		
TOTAL OPERATING FUND RECEIPTS.....			\$45,228.76	\$1,117,385.60
PLAC FUND:			\$56.00	\$84.00
GIFT FUNDS:			\$379.14	\$8,681.76
DeMotte	\$0.00	\$2,045.89		
Rensselaer	\$29.00	\$5,688.22		
Wheatfield	\$350.14	\$947.65		
LIB. IMPROV. RESERVE FUND: Oper.Transfer.....			\$73.60	\$3,709.24
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$291,891.27
Property Tax	\$0.00	\$262,566.80		
License Excise Tax	\$0.00	\$26,256.48		
Financial Institution Tax	\$0.00	\$430.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$2,637.99		
RAINY DAY FUND:			\$0.00	\$0.00
CAGIT Spec.Distribution (was in OP Fund)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$79.16	\$92,129.38
Interest Earned	\$79.16	\$500.05		
Property Tax	\$0.00	\$82,423.88		
License Excise Tax	\$0.00	\$8,242.34		
Financial Institution Tax	\$0.00	\$135.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$828.11		
HOST/HOSPITALITY FUND:			\$47.83	\$652.03
LEVY EXCESS FUND:			\$0.00	\$0.00
TELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$272.28	\$49,003.95
Int. Earned(Chkg.,CD's,Escrow)	\$272.28	\$27,632.10		
Refund-Utilities	\$0.00	\$21,371.85		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$46,136.77	\$1,563,537.23

WITHHOLDING ACCOUNT FUNDS:

			\$27,129.92	\$270,201.48
FIT Tax Collected	\$4,929.50	\$55,506.02		
FICA Collected	\$5,205.64	\$53,235.26		
State Tax Collected	\$2,317.71	\$23,726.98		
County Tax Collected	\$751.00	\$6,806.69		
Deferred Comp Plan	\$4,360.84	\$46,605.31		
#125 Pre-tax Plan	\$3,621.06	\$33,176.11		
Life/Health Insurance	\$30.80	\$310.52		
PERF	\$2,536.20	\$26,744.06		
Credit Union	\$3,377.17	\$24,090.53		
TOTAL RECEIPTS - ALL FUNDS.....			\$73,266.69	\$1,833,738.71

Voucher List

F6a

Jasper County Public Library

Report Date: From 11/1/2005 To 11/18/2005

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1028	PAYROLL	11/10/2005	PAYROLL	\$36,824.64
24530	1029	ANTHEM BLUE CROSS AND B	11/10/2005	Health Ins. Premiums-Nov 05	\$7,438.50
24531	1030	GREAT-WEST RETIREMENT S	11/10/2005	Deferred Comp W/Held from 10NOV05 Payroll	\$2,180.42
0	1031	INDIANA DEPARTMENT OF RE	11/18/2005	State & County tax w/held from October 05 Payroll	\$3,068.71
0	1032	IRS USA TAXPAYMENT	11/10/2005	FICA & Federal Tax W/held 10NOV05 Payroll	\$7,903.06
24532	1033	LA-PORTER FEDERAL CREDIT	11/10/2005	W/Held from 10NOV05 Payroll - 7 participants	\$1,650.26
24533	1034	NIPSCO	11/10/2005	Wh. Lib. Utilities-10/3-11/1/05	\$2,118.87
24534	1035	NORTHWESTERN INDIANA TE	11/10/2005	DeMotte Telephone-Nov. 05	\$139.68
24535	1036	VISION SERVICE PLAN- (IN)	11/10/2005	VSPPremium-Nov 2005	\$134.80
24536	1037	TOWN OF WHEATFIELD SEW	11/10/2005	Wh. Lib. Sewer Service-November 2005	\$41.05
24537	1038	AARON'S LAWN CARE	11/14/2005	Oct Mowing, weeding, spraying - DeM & Rens. Lib.	\$385.00
24538	1039	ACE HARDWARE	11/14/2005	Soap Dispenser, Batteries	\$7.57
24539	1040	BAKER & TAYLOR	11/14/2005	Books, AV, Continuations	\$6,677.06
24540	1041	BOYCE FORMS/SYSTEMS	11/14/2005	1096 Forms	\$66.71
24541	1042	CAMPBELL PRINTING COMPA	11/14/2005	Business Cards-5 names	\$145.18
24542	1043	CAPITAL ONE, F.S.B.	11/14/2005	Door Lock, SmartDisk, Mouse, IMI Expenses	\$238.63
24543	1044	CDW GOVERNMENT, INC	11/14/2005	T.S. Scanners & USB Cable	\$693.99
24544	1045	CENTRAL STATES SALES CO	11/14/2005	Wheat. Ceiling Spot Bulbs	\$22.94
24545	1046	CHARLES GLUTH & SONS RO	11/14/2005	Wheatfield Constr. Project-Additional Gutters	\$2,039.00
24546	1047	GAIL JUNG	11/14/2005	Petty Cash-Rens.-Postage, Cards, Calculator, Batteries	\$38.46
24547	1048	GAIL JUNG	11/14/2005	Mileage-Hoosier Start Wrkshp, ILF Leadership Mtg.	\$206.13
24548	1049	GATEWAY COMPANIES INC.	11/14/2005	Tablet Laptop Gateway Computer	\$1,475.00
24549	1050	H. W. WILSON COMPANY	11/14/2005	Readers Guide Subscription-1/06 to 12/06;Ren	\$400.00
24550	1051	HARPERCRAFT PRODUCTION	11/14/2005	Wheat. Open House-Harpist	\$275.00
24551	1052	HERITAGE OFFICE PRODUCT	11/14/2005	Laminate, Wht. Copier Drum, System Adm. Asst. Chair	\$289.89
24552	1053	GA FOODS GROUP	11/14/2005	INCOLSA Regional Mtg. & Mngmt. Mtg Expenses	\$43.95
24553	1054	HIGHSMITH CO. INC.	11/14/2005	Portable Wireless PA System	\$269.92
24554	1055	HP PRODUCTS CORP.	11/14/2005	Deck Brush & Handle, Floor Stripper, Disinfectant	\$69.88
24555	1056	INCOLSA	11/14/2005	Heritage Quest 11/05-10/31/06;Beyond Google Wrkshp;Contentdm Wrkshp, Google Tips Wrkshp	\$796.00
24556	1057	INGRAM	11/14/2005	Books	\$74.97
24557	1058	INSPIRATIONAL DISTRIBUTOR	11/14/2005	Christian Books	\$49.21
24558	1059	INTEGRITY SOFTWARE, INC	11/14/2005	SofTrack Renewal Maintenance (85), Upgrade 5 wrkstations, 2 additional servers	\$1,205.56
24559	1060	CHESTER TECHNOLOGIES	11/14/2005	Yellow, Magenta, Cyan Toner;Cisco Smartnet Maint, Technician Support	\$3,052.00
24560	1061	COMCAST	11/14/2005	Oct. Wireless Communication-DeM.	\$160.00
24561	1062	CULLIGAN	11/14/2005	Water Cooler Rental - Nov 2005, Wh. Lib	\$9.95
24562	1063	DEMCO	11/14/2005	Glue, Labels, Brochure Holder, Posters, Banners, Bulletin Brd Trim, Oval Carpet	\$302.48
24563	1064	DIANE OPOLSKI	11/14/2005	Mileage-Bank Deposits, ASK Mtg	\$28.62
24564	1065	EDWARD YOUNG	11/14/2005	Mileage-Delivery Dem-Ren-Wht;10/03/05-11/07/2005	\$756.60
24565	1066	EVELYN BRISTOL	11/14/2005	Mileage-Counterparts Mtg., Wheat Library; Marketing Your Library Wrkshp Expenses	\$120.62
24566	1067	FASE'S WATER TREATMENT	11/14/2005	Redout-15 @ DeM.	\$153.75
24567	1068	JACK STANDISH	11/14/2005	Replacement Cartridge for Bathroom-Ren	\$12.99
117	1069	JASPER COUNTY PUBLIC LIBR	11/14/2005	LIRF Reimbursement Robbins Library Interiors-12 ft. shelving	\$2,827.00
24568	1070	JENNIFER L.DOUTHIT	11/14/2005	Mileage & Expenses INCOLSA Content DM Wrkshp 10/12/05	\$62.62
24569	1071	JERRY SPANNAN	11/14/2005	Wheat Pedestals for Art Projects	\$165.73

Printed on Tuesday, November 08, 2005

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Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

<i>F6b</i>	<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
	24570	1072	JILL TACHTIRIS	11/14/2005	Game Dr. Cleaner-Motorized	\$10.0
	24571	1073	KANKAKEE VALLEY POST NE	11/14/2005	Annual Subscription Dem to 11/28/06	\$45.00
	24572	1074	KATHRYN WEED	11/14/2005	Mileage-ILF Ref. Conf, Content DM Wrkshp, Spanish Training Mtg.	\$164.90
	24573	1075	KEM'S TRUSTWORTHY HARD	11/14/2005	5 ft. Cord Protector	\$13.79
	24574	1076	KIM DELGER	11/14/2005	Replacement BH & G Magazines, Book Discussion Expenses	\$41.31
	24575	1077	KIM MOUNT	11/14/2005	Wheat. Building Project-Artwork	\$175.00
	24576	1078	KONE, INC.	11/14/2005	Qtly Elevator Maintenance- Oct-Dec 2005	\$393.39
	24577	1079	K.V.ELECTRIC	11/14/2005	Repair Lights & Outlets-Dem	\$245.00
	24578	1080	LARRY J. CLARK	11/14/2005	Genealogy Program-11/8/05;Dem	\$25.00
	24579	1081	LIBRARY VIDEO COMPANY	11/14/2005	DVD's	\$240.22
	24580	1082	BRIAN ORBAN	11/14/2005	Lawn Mowing Wheatfield (old) 4/3/05-8/20/05	\$828.00
	24581	1083	LEGAL DIRECTORIES PUBLIS	11/14/2005	Indiana Legal Directory	\$60.75
	24582	1084	LISA DAVIS	11/14/2005	Mileage-Retirement Planning	\$21.34
	24583	1085	LUZ ARAMBULA	11/14/2005	Mileage-CYPD Conf., Wheatfield Lib.	\$25.78
	24584	1086	LYNN DAUGHERTY	11/14/2005	Mileage-ILF, Brd Mtg, Leadership Conf., Wheat Lib; ILF Conf. Expense	\$422.12
	24585	1087	MARK A. SMITH	11/14/2005	Genealogy Photos-Postage	\$8.95
	24586	1088	MIDWEST TAPE	11/14/2005	DVD-Civil War Gold	\$21.99
	24587	1089	MIKE CRAWFORD	11/14/2005	Mileage-Brd Mtg	\$20.37
	24588	1090	PBS	11/14/2005	Unusual Buildings & Other Roadside Stuff-AV	\$34.94
	24589	1091	OSBY WATER CONDITIONING	11/14/2005	Servicing Water Softener-Part included	\$24.00
	24590	1092	PEGGY WOODS	11/14/2005	Mileage-Retirement Planning	\$10.67
	24591	1093	PHIL & SON, INC.	11/14/2005	Repair & Replacement Cylinder Rear Employee Door-Dem	\$297.00
	24592	1094	PLANNER PADS, INC.	11/14/2005	Executive Planner	\$32.45
	24593	1095	POSTMASTER GENERAL	11/14/2005	Stamps;2000-.37, 100-.01, 400-.02, 100-.03, 100-.04, 100- .10, 50-.60, 50-\$1.00	\$846.00
	24594	1096	PRECISION CONTROL SYSTE	11/14/2005	Qtly Maint. Oct-Dec '05; Replace Valve-Ren; Replace Pipe Fitting-Dem	\$2,179.77
	24595	1097	PROQUEST INFORMATION & L	11/14/2005	KV Post News-Microfilm 1/1/03-12/31/03;1/1/04-12/31/04	\$239.20
	24596	1098	QUILL CORPORATION	11/14/2005	Labels, Ink Cartridges, Calendars, Appt. Bk,Stapler, Tape, Const. Paper, Art Roll,Glue,Paper, Index Crds,Pens,	\$981.77
	24597	1099	RACHAEL CAVINDER	11/14/2005	Mileage;Mngmnt. Mtg., Counterparts Mtg.,Asst. Tech. Mtg., bank deposit	\$44.62
	24598	1100	RECORDED BOOKS, LLC	11/14/2005	Audiobook & DVD	\$89.75
	24599	1101	RENSSELAER REPUBLICAN	11/14/2005	HR Specialist Ad, Note to Bidders (Rens. Carpet), Sys. Mnt. Asst. Ad	\$625.96
	24600	1102	ROBBINS LIBRARY INTERIORS	11/14/2005	12 ft. Oak Library Shelving	\$2,827.00
	24601	1103	ROEING CORPORATION	11/14/2005	Business Office-cable drop	\$225.00
	24602	1104	SECURITY COURIERS CORP.	11/14/2005	Courier Service 9/30/05	\$331.97
	24603	1105	SHERMAN SPECIALITY COMP	11/14/2005	Rollercoaster Table	\$183.95
	24604	1106	SHEILA MAXWELL	11/14/2005	Mileage & Expenses;NICCL Mtg., Counterparts Mtg., Mgmt. Mtg.	\$206.26
	24605	1107	SPRINT	11/14/2005	Payphone-Rens. Nov '05	\$51.13
	24606	1108	ST. JOHN PLUMBING, INC.	11/14/2005	Remove Anode Rod from Water Heater-Wheat	\$300.00
	24607	1109	SUPER SIGNS, INC.	11/14/2005	Christmas Window Cling Kit-Wheat	\$15.00
	24608	1110	SUSAN ENGELMANN	11/14/2005	Program Expenses-Sleepy Hollow Tales 10/27/05	\$31.23
	24609	1111	THOMSON GALE	11/14/2005	Continuations-Something/Author; Amer. Law Yearbk; Ency/Assn;IP Series	\$1,253.30
	24610	1112	TIM SCHULTZ	11/14/2005	Mileage-Board Mtg. 10/10/05	\$21.34
	24611	1113	TOWN OF DEMOTTE	11/14/2005	Sewer Service-DeM. Lib., Sept 2005	\$66.50
	24612	1114	TYSEN'S COUNTRY GROCERY	11/14/2005	After School Program Supplies & Author Visit-Dem, Toilet Cleaner	\$81.06
	24613	1115	TYSEN'S FAMILY FOOD CENT	11/14/2005	Wheat Coffee Café Supplies	\$11.50
	24614	1116	UNIQUE MANAGEMENT SERVI	11/14/2005	Initial & Secondary Placements-Sep & Oct '05	\$342.00
	24615	1117	UNIVERSITY OF NOTRE DAME	11/14/2005	ILL Replacement Fee-How to Run Your Band's Business	\$31.38

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
24616	1118	USA TODAY	11/14/2005	Dem. Annual Subscriptions 12/05-12/12/06	\$139.00
24617	1119	WAL-MART COMMUNITY BRC	11/14/2005	Bulbs,tape,CD's, DVD's,batteries,trashcan	\$15.88 \$2,197.17
24618	1120	WHEATFIELD CHAMBER OF C	11/14/2005	Annual Dues 10/05-10/06	\$100.00
24619	1121	TASTE OF HOME BOOKS	11/14/2005	2006 Taste of Home Annual Recipes	\$28.98
Total Amount of Claims					\$101,235.02

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, November 08, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$101,235.02

Date this 14th day of November, 20 05.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

AGENDA

**Jasper County Public Library Board of Trustees Year-end Meeting
Tuesday, December 27, 2004
Rensselaer Library Meeting Room
8:00 AM**

Purpose

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Final year-end Bills To Be Allowed-2005
- B. 2005 Encumbrances
- C. 2005 Appropriation Transfers

Public Forum

Adjournment

December 27, 2005

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND

		Added Amount <u>Appropriated</u>			Amount <u>Reduced</u>
1.22	Unemployment Compensation	\$ 920.27	1.24	Employer's Contribution-INS.	\$ 2,008.65
1.23	Employer's Contribution-PERF	\$ 1,088.38			
2.13	Office Supplies	\$ 409.19	2.23	Other Operating Supplies	\$ 456.09
2.41	Library Supplies	\$ 46.90			
3.14	Other Professional Services	\$ 1,420.98	3.42	Other Insurance	\$12,531.77
3.21	Telephone	\$ 1,308.10	3.51	Gas	\$ 7,192.76
3.23	Mileage	\$ 3,375.62			
3.24	Professional Meetings	\$ 304.88			
3.25	Freight	\$ 63.33			
3.31	Advertising & Public Notices	\$ 312.23			
3.52	Electricity	\$ 6,533.60			
3.53	Water	\$ 80.96			
3.61	Building & Structures	\$ 696.39			
3.62	Equipment Repairs	\$ 255.75			
3.91	Dues	\$ 130.40			
3.95	Book Reimbursement	\$ 44.95			
3.98	Maintenance/Serv. Contracts	\$ 5,197.34			
4.4	Equipment	\$ 300.00	4.53	Non-Print Materials	\$ 300.00
TOTAL Added		\$ 22,489.27	TOTAL Reduced		\$22,489.27

CAPITAL PROJECTS FUND

		Added Amount <u>Appropriated</u>			Amount <u>Reduced</u>
4.4	Furniture & Equipment	\$ 55,198.43	4.2	Buildings	\$ 61,271.43
4.53	Non-Print Materials	\$ 6,073.00			
TOTAL Added		\$ 61,271.43	TOTAL Reduced		\$ 61,271.43

AYE

NAY

Debra Mae Egan
Mike Hing
Susan D. Gead
Timothy Schuck

Resolution to Encumber Operating (100) Funds

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Operating Fund for items which have purchase orders having not yet been delivered and services which have yet to be met to further the projects of JASPER COUNTY PUBLIC LIBRARY during 2005; Now, therefore be it resolved by the Library Board of the JASPER COUNTY PUBLIC LIBRARY, JASPER County, Indiana, that for the following appropriations hereby be encumbered from the 2005 budget for the OPERATING Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same:

Purchase Order #	Vendor's Name	Budget Line Item	Amount Encumbered
7105	JanWay	3.33	\$ 125.00
7094	Office Works	4.4	\$ 476.34
7119	Alexander Street Press	4.53	\$ 500.00
TOTAL			\$ 1,101.34

Presented to the JASPER COUNTY PUBLIC LIBRARY BOARD, read in full and adopted this 27th Day of December, 2005, by the following aye and nay vote.

AYE

NAY

Timothy M. Schultz
Mike Hering
Dennis Marie Egan
Susan Deardorff

ATTEST:

Mike Hering
 Secretary, Library Board

Resolution to Encumber _____ LIRF (130) _____ Funds

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the _____ LIRF _____ Fund for items which have purchase orders having not yet been delivered and services which have yet to be met to further the projects of JASPER COUNTY PUBLIC LIBRARY during 2005; Now, therefore be it resolved by the Library Board of the JASPER COUNTY PUBLIC LIBRARY, JASPER County, Indiana, that for the following appropriations hereby be encumbered from the 2005 budget for the _____ LIRF _____ Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same:

Purchase Order #	Vendor's Name	Budget Line Item	Amount Encumbered
7079	Crown Point Quality Floors, Inc.	4.3	\$ 47,300.00
7078	Professional Library Lift Movers	3.14	\$ 11,445.00
TOTAL			\$ 49,535.00

Presented to the JASPER COUNTY PUBLIC LIBRARY BOARD, read in full and adopted this _____ 27th _____ Day of December, 2005, by the following aye and nay vote.

AYE

NAY

Inventory M. Schult
Mark Heising TTP
Gene Marie Egan
Jessie Deardorff

ATTEST:

Mark Heising TTP
Secretary, Library Board

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 12/13/2005 To 12/28/2005

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,454.00	\$0.00	\$54,454.00	\$2,268.93	\$54,366.79	\$87.21	99.8
1.12 SALARY OF ASSISTANTS	\$787,808.00	\$0.00	\$787,808.00	\$32,407.96	\$760,990.25	\$26,817.75	96.6
1.13 WAGES OF JANITORS	\$51,967.00	\$0.00	\$51,967.00	\$2,156.33	\$44,132.27	\$7,834.73	84.9
1.21 EMPLOYER'S SHARE-FICA	\$64,481.00	\$1,210.23	\$65,691.23	\$2,664.67	\$63,820.72	\$1,870.51	97.2
1.22 UNEMPLOYMENT COMPENSATION	\$4,553.00	\$147.00	\$4,700.00	\$0.00	\$5,620.27	(\$920.27)	119.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$43,525.00	\$0.00	\$43,525.00	\$0.00	\$44,613.38	(\$1,088.38)	102.5
1.24 EMPLOYER'S CONTRIB.- INS.	\$66,666.00	\$1,193.58	\$67,859.58	\$82.39	\$60,058.51	\$7,801.07	88.5
1.31 OTHER PERSONAL SERVICES	\$100.00	\$15,820.00	\$15,920.00	\$80.00	\$15,820.00	\$100.00	99.4
Subtotal	\$1,073,554.00	\$18,370.81	\$1,091,924.81	\$39,660.28	\$1,049,422.19	\$42,502.62	96.1
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$0.00	\$900.00	\$0.00	\$805.55	\$94.45	89.5
2.12 STATIONERY AND PRINTING	\$550.00	\$0.00	\$550.00	\$0.00	\$441.68	\$108.32	80.3
2.13 OTHER OFFICE SUPPLIES	\$9,200.00	\$0.00	\$9,200.00	\$329.98	\$9,609.19	(\$409.19)	104.4
2.21 CLEANING & SANITATION SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$483.01	\$3,857.77	\$642.23	85.7
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$228.97	\$3,250.93	\$749.07	81.3
2.31 BUILDING MATERIALS & SUPPLIES	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$356.90	\$1,643.10	17.8
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$282.15	\$117.85	70.5
2.41 LIBRARY SUPPLIES	\$11,700.00	\$40.74	\$11,740.74	\$225.54	\$11,787.64	(\$46.90)	100.4
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$132.72	\$67.28	66.4
Subtotal	\$33,550.00	\$40.74	\$33,590.74	\$1,267.50	\$30,524.53	\$3,066.21	90.9
<i>3. Other Services and Charge</i>							
3.13 LEGAL SERVICES	\$2,507.00	\$0.00	\$2,507.00	\$0.00	\$335.00	\$2,172.00	13.4
3.14 OTHER PROFESSIONAL SERVICES	\$5,500.00	\$8,832.30	\$14,332.30	\$600.00	\$15,753.28	(\$1,420.98)	109.9
3.21 TELEPHONE	\$5,800.00	\$1,008.00	\$6,808.00	\$268.14	\$8,116.10	(\$1,308.10)	119.2
3.22 POSTAGE	\$5,500.00	\$53.00	\$5,553.00	\$0.00	\$4,286.15	\$1,266.85	77.2
3.23 MILEAGE	\$7,500.00	\$219.51	\$7,719.51	\$539.81	\$11,095.13	(\$3,375.62)	143.7
3.24 PROFESSIONAL MEETINGS	\$7,500.00	\$105.00	\$7,605.00	\$12.00	\$7,909.88	(\$304.88)	104.0
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$8.91	\$1,863.33	(\$63.33)	103.5
3.26 NETWORKING	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$8,370.11	\$6,629.89	55.8
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,812.23	(\$312.23)	120.8
3.32 OTHER PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$0.00	\$275.52	\$274.48	50.1
3.4 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$40,000.00	\$4,507.00	\$44,507.00	\$0.00	\$31,975.23	\$12,531.77	71.8
3.51 GAS	\$42,000.00	\$0.00	\$42,000.00	\$5,164.77	\$34,457.47	\$7,542.53	82.0
3.52 ELECTRICITY	\$49,000.00	\$0.00	\$49,000.00	\$2,920.92	\$55,533.60	(\$6,533.60)	113.3
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$63.85	\$1,080.96	(\$80.96)	108.1
3.54 WASTE DISPOSAL SERVICES	\$3,200.00	\$0.00	\$3,200.00	\$158.04	\$2,775.30	\$424.70	86.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.61 BUILDING & STRUCTURES	\$48,000.00	\$42,735.00	\$90,735.00	\$630.00	\$91,431.39	(\$696.39)	100.8
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,255.75	(\$255.75)	125.6
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$0.00	\$220.40	\$79.60	73.5
3.91 DUES	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,930.40	(\$130.40)	107.2
3.93 TAXES & ASSESSMENTS	\$260.00	\$0.00	\$260.00	\$0.00	\$259.64	\$0.36	99.9
3.94 TRANSFER TO LIRF	\$20,524.00	\$0.00	\$20,524.00	\$20,524.00	\$20,524.00	\$0.00	100.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$144.95	(\$44.95)	145.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$58,594.00	\$0.00	\$58,594.00	\$1,545.33	\$63,791.34	(\$5,197.34)	108.9
Subtotal	\$319,555.00	\$57,459.81	\$377,014.81	\$32,435.77	\$365,397.16	\$11,617.65	96.9
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$700.00	\$38,700.00	\$39,400.00	\$0.00	\$38,700.00	\$700.00	98.2
4.4 FURNITURE & EQUIPMENT	\$5,940.00	\$12,173.37	\$18,113.37	\$0.00	\$17,751.40	\$361.97	98.0
4.51 BOOKS	\$139,000.00	\$1,005.45	\$140,005.45	\$2,819.71	\$134,236.93	\$5,768.52	95.9
4.52 PERIODICALS & NEWSPAPERS	\$22,600.00	\$69.95	\$22,669.95	\$210.60	\$19,051.47	\$3,618.48	84.0
4.53 NONPRINTED MATERIALS	\$68,104.00	\$4,116.92	\$72,220.92	\$280.70	\$58,193.83	\$14,027.09	80.6
Subtotal	\$236,344.00	\$56,065.69	\$292,409.69	\$3,311.01	\$267,933.63	\$24,476.06	91.6
Grand Total	\$1,663,003.00	\$131,937.05	\$1,794,940.05	\$76,674.56	\$1,713,277.51	\$81,662.54	95.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for

160

CAPITAL PROJECTS FUND

*Jasper County Public Library**Report Date: From 12/1/2005 To 12/28/2005*

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charge</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Subtotal	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	0.0
<i>4. Capital Outlays</i>							
4.2 BUILDINGS	\$150,000.00	(\$26,487.00)	\$123,513.00	\$3,268.50	\$11,205.63	\$112,307.37	9.1
4.4 FURNITURE & EQUIPMENT	\$65,000.00	\$0.00	\$65,000.00	\$103,555.47	\$171,234.37	(\$106,234.37)	263.4
4.53 NONPRINTED MATERIALS	\$0.00	\$0.00	\$0.00	\$1,173.76	\$6,073.00	(\$6,073.00)	0.0
Subtotal	\$215,000.00	(\$26,487.00)	\$188,513.00	\$107,997.73	\$188,513.00	\$0.00	100.0
Grand Total	\$215,000.00	(\$26,487.00)	\$188,513.00	\$107,997.73	\$188,513.00	\$0.00	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List

F7a

Jasper County Public Library

Report Date: From 12/13/2005 To 12/28/2005

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1208	INDIANA DEPARTMENT OF RE	12/20/2005	State & County tax withheld from November 05 Payroll	\$3,149.51
24749	1213	JASPER COUNTY PUBLIC LIBR	12/27/2005	Reimburse Construction Fund from CPF Budget for Construction Project (re: A/P #574)	\$51,035.94
0	1214	PAYROLL	12/23/2005	PAYROLL	\$36,913.22
24702	1215	AFLAC	12/23/2005	Dec. supplemental insurance-6	\$219.30
24703	1216	ALLIED WASTE SERVICES #71	12/23/2005	qtrly payment 1/2006 DeMotte trash	\$70.39
24704	1217	ANTHEM LIFE	12/23/2005	Jan 06 premium -26 employees	\$94.88
24705	1218	CITY OF RENSSELAER	12/23/2005	Rensselaer Utilities- 11/07/05 to 12/07/05	\$4,170.53
24706	1219	EDWARD YOUNG	12/23/2005	12/1-12/15/05 Courier mileage	\$291.00
24707	1220	GREAT-WEST RETIREMENT S	12/23/2005	Deferred comp withheld from 12/23/05 payroll	\$2,130.42
0	1221	IRS USA TAXPAYMENT	12/23/2005	FICA & Federal taxes withheld 12/23/05 payroll	\$7,878.48
24708	1222	LA-PORTER FEDERAL CREDIT	12/23/2005	Direct Deposit withheld from 12/23/05 payroll	\$1,736.50
24709	1223	NIPSCO	12/23/2005	DeMotte Utilities-11/7/05-12/8/05	\$4,066.66
24710	1224	SPRINT	12/23/2005	Dec. local phone service Wheatfield	\$214.05
24711	1225	SPRINT	12/23/2005	Long distance 11/08/05-12/07/05 Wheatfield & DeMotte	\$44.99
24712	1226	AARON'S LAWN CARE	12/27/2005	Leaf Removal-DeM Lib. (Oct/Nov 05)	\$105.00
24713	1227	ACE HARDWARE	12/27/2005	DVD Player for Sound System-Wh. Const. Proj	\$69.99
24714	1228	ANTHEM BLUE CROSS & BLUE	12/27/2005	COBRA Administration Full Coverage Fee - 2006	\$600.00
24715	1229	AUSTIN BOOK SALES	12/27/2005	Continuations.....Opportunities in series	\$65.42
24716	1230	BAKER & TAYLOR	12/27/2005	Books, Continuations, AV, Gift Books	\$1,850.46
24717	1231	BAKER & TAYLOR ENTERTAIN	12/27/2005	Videos	\$150.10
24718	1232	BRACKEMYRE PUBLISHING	12/27/2005	Indiana Media Directory	\$89.00
24719	1233	CAMPBELL PRINTING COMPA	12/27/2005	Paper Cutting	\$11.00
24720	1234	CERTIFIED LABORATORIES	12/27/2005	Foamtronic Computer Cleaner	\$140.41
24721	1235	CDW GOVERNMENT, INC	12/27/2005	Cables, DataTraveler, Dlink, JumpDrive, Printer, Proxim POE Injector, etc., Suppressors	\$1,209.77
24722	1236	CHESTER TECHNOLOGIES	12/27/2005	Technical Support, Server Licenses, ArcServe Backups, WAP, Router, etc.	\$3,277.00
24723	1237	CIRCLE R ELECTRIC, INC.	12/27/2005	Exterior Light reconfiguration-Wh. Bldg. Project	\$195.00
24724	1238	ELLISON EDUCATIONAL EQUI	12/27/2005	DieCuts-Pansy & 30-slot Storage Rack-Wh. Lib.	\$150.00
24725	1239	GAIL JUNG	12/27/2005	Mileage-AVC Mtg & Expense, Mgmt Mtg.	\$151.68
24726	1240	GATEWAY COMPANIES INC.	12/27/2005	Gateway Tablet Notebook Laptops, etc.	\$3,418.00
24727	1241	HECKMAN BINDERY, INC.	12/27/2005	91 Book Binding-Rens.	\$715.36
24728	1242	HERITAGE OFFICE PRODUCT	12/27/2005	Mita Copier Mtnce Contracts-R&D	\$1,439.39
24729	1243	INGRAM	12/27/2005	Paperbacks - Myst of Orphan series	\$25.78
24730	1244	JASPER COUNTY PUBLIC LIBR	12/27/2005	LIRF Transfer per board approval of 12DEC05.	\$20,524.00
24731	1245	JILL TACHTIRIS	12/27/2005	Retirement Expenses(Beef/Flowers)-Designated Lib Gift Funds	\$84.90
24732	1246	JOURNAL AND COURIER	12/27/2005	Newspaper Subsc-DeM. Lib. (1/13/06-11/1/07)	\$210.60
24733	1247	KATHRYN WEED	12/27/2005	Mileage-IOLUG Mtg.	\$12.13
24734	1248	KOLORTECH, INC.	12/27/2005	Spectra Fluorescent Bulbs	\$228.97
24735	1249	LEXICON MARKETING CORP.	12/27/2005	ingles sin Barreras Spanish materials per Jasper Foundation Grant	\$1,041.00
24736	1250	LISA DAVIS	12/27/2005	Mileage & Retirement Party Expenses	\$82.68
24737	1251	MIKE CRAWFORD	12/27/2005	12 DEC 05 Board Mtg. Mileage	\$21.34
24738	1252	QUILL CORPORATION	12/27/2005	Stapler, Construction & Copy Paper, index Cards, Printer Cartridges, Calendars, labels, envelopes, etc.	\$394.52
24739	1253	RACHAEL CAVINDER	12/27/2005	Mileage-Preschool visits	\$11.64
24740	1254	RECORDED BOOKS, LLC	12/27/2005	Music CDs	\$33.54
24741	1255	RENEE CARR	12/27/2005	Telephone calls-Library business (9/7-12/06/05)	\$9.10

F7b

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
24742	1256	ROEING CORPORATION	12/27/2005	Data Cable & Wireless Acces Pt Installation-Rens. Lib.	\$1,224.00
24743	1257	SCHNAIBLE SERVICE & SUPPL	12/27/2005	Trash bags, Hand soap, paper towels	\$342.60
24744	1258	TASTE OF HOME BOOKS	12/27/2005	Book-2006 Annual Recipes	\$28.98
24745	1259	THOMSON GALE	12/27/2005	Book	\$209.71
24746	1260	TIM SCHULTZ	12/27/2005	Board Mtg. Mileage-Dec. 2006	\$21.34
24747	1261	UNIQUE MANAGEMENT SERVI	12/27/2005	Initial & Secondary Placements-Nov/05	\$105.94
24748	1262	TLC HOME IMPROVEMENTS, L	12/27/2005	7-Snow Removal @ Rens. Lib., 12/5-12/16/05	\$525.00
150104	1263	JASPER COUNTY PUBLIC LIBR	12/27/2005	Reimburse Operating Fund for C. Spurgeon payrolls- 10/25/05 & 12/23/05	\$129.18

Total Amount of Claims \$150,920.40

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, December 22, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$150,920.40

Date this 27th day of December, 2005.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting
Monday, December 12, 2005, 7:00 PM
Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of November meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Workshop approval (R 9)
- D. Salary Ordinance

General Business

- A. Election of officers (R 9) Action
- B. Selection of assistant treasurer (R 9) Action
- C. Bronze Plaque (R 9-10) Action
- D. Board committee assignments Information
- E. End of December board meeting (R 9) Information
- F. INCOLSA and PERF appointments Action

Director's Report (R 9 – R 11)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes

Jasper County Public Library Board of Trustees

7:00 PM

November 14, 2005

Rensselaer Library

Present: Anne-Marie Egan, Mark Heinig III, Tim Schultz Jr., Mike Crawford, Joan Floyd, Sue Deardorff, Patty Stringfellow, Lynn Daugherty, Diana Kooy, Gail Jung, & Travis Mast. Absent: MariAnne Sayler

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items, namely, October 2005 Board Minutes, bills, and financial reports, Salary Ordinance update, with no revisions to the Materials Selection Policy, Microform Reader-Printer Policy, and Indemnification Policy, but additions to the Circulation Policy to include temporary resident cards and full privileges to PLAC card users as recommended by the Policy Committee, were all unanimously approved on a motion by J. Floyd, second by S. Deardorff.

Wheatfield Library Retention Ponds: The board discussed the wetland proposal by J.F. New to beautify and create healthy ecosystems in the three retention ponds. Their cost for this project including first year maintenance is \$13,000. Travis Mast from J.F. New was on hand to answer questions regarding this project. A-M Egan made a motion, seconded by M. Heinig, to accept the proposal. Further discussion ensued to delay a decision and research other less costly avenues offered through the USDA or DNR in the same manner that farmlands are reverted back to wetlands. T. Schultz moved, seconded by S. Deardorff, to table the first motion. The board voted 2-3 against tabling the motion. The original motion made by A-M Egan was then voted on, resulting in a 3-2 vote. Motion passed.

2006 Slate of Officers: Nominating Committee presented the following to serve as officers for 2006. M. Crawford, President; S. Deardorff, Vice-President; M. Heinig, Secretary; M.A. Sayler, Treasurer; and T. Schultz, Assistant Treasurer. Elections will be held at December Board Meeting.

Health Insurance-2006: The board looked at several options available for health coverage for 2006 including a discussion on the HSA being offered through Anthem. This is the first year they have offered a HDHP (high deductible health plan). The two plans that were closest to our current health insurance coverage had increases of 17.5% for Pkg 2 and 10% for Pkg 3. M. Heinig moved, seconded by A-M Egan to approve Package 3 (Core - String 19/Upgrade - String 5) with the

library contributing 80% of the single premium for String 19. Motion was unanimous. Library will offer opportunities for staff to become more familiar with HSA's during 2006.

2006 Salary Increases: With higher costs now expected for utilities, mileage reimbursements, maintaining a larger Wheatfield branch, insurance rates, and higher costs all around, the board voted to give employees a 3% raise on a motion by M. Heinig, seconded by A-M Egan. Motion passed 4-1.

Wheatfield Furniture Sale: S. Deardorff moved, seconded by M. Heinig, to accept the Town of Wheatfield's check for \$300 for the furniture and equipment purchased from the Wheatfield Library. Motion passed.

Courier Mileage Reimbursement: The board agreed to add courier mileage reimbursement checks to the list of expenses paid between board meetings on a motion by J. Floyd, seconded by T. Schultz. Motion passed.

2006 PLA - Boston: Airline reservations must be made in early January for attendance at PLA held in Boston on March 21-25, 2006. Board members planning on attending need to confirm at the December 12th Board Meeting.

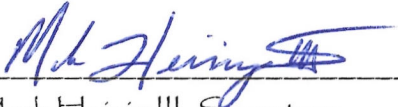
Re-orientation of DeMotte Entry: One of the goals of the Five-Year Plan is to embark on a plan to change the entry at the DeMotte Library. However, other considerations might include whether DeMotte Elementary has expansion plans and would like to acquire our property, or whether the board wishes to consider buying land for future construction since we are land-locked. The legal aspects of buying and selling land should we not decide to build at a profit need to be investigated.

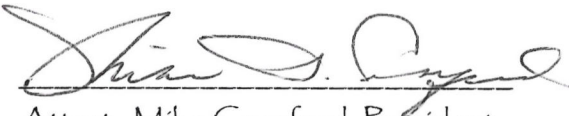
NILBA Dinner: On November 30th at the NILBA Dinner Indiana State Librarian Barbara Maxwell is the featured speaker. No board members present are able to attend. Reservations must be made by noon on Nov. 25th.

Future Agenda: Annual 'State of the Union' Library Reports from each library, Tech Services and System Administrator.

Adjournment: With no further matters for discussion, the meeting was adjourned at 8:13

PM on a motion S. Deardorff, seconded by A-M Egan.


Mark Heinig III, Secretary


Attest: Mike Crawford, President

CIRCULATION STATISTICS

November 2005

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Total Circ.
XX										
ADULT BOOKS										
Fiction	88	5	1,836	67	102	1,709	80	0	1,023	4,568
Nonfiction	91	37	1,065	88	12	1,030	51	12	654	2,749
CHILDREN'S BKS										
Fiction	82	12	1,351	50	859	1,953	66	1	1,063	4,367
Nonfiction	36	72	557	15	14	600	10	0	300	1,457
YA BOOKS										
Fiction	32	7	95	10	2	191	6	0	129	415
Nonfiction	13	5	26	2	0	68	3	0	40	134
Magazines,Adult			865			255			184	1,304
Magazines, Child			51			29			45	125
Games, Toys			0			6			0	6
Sound Rec/Adult	3	1	600	5	1	564	23	0	413	1,577
Sound Rec/Child	0	2	89	2	0	105	1	0	52	246
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	2	2	122	6	2	102	4	0	86	310
Vertical Files	3	0	7	0	0	5	0	0	0	12
VHS/DVD	10	3	1,455	14	21	2,652	10	0	1,282	5,389
Equipment			1			55			0	56
TOTAL	357	146	8,120	259	1013	9,324	254	13	5,271	22,715

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	59,755	64,791	34,589
Circulation Increase/Decrease	-14.4%	-13.0%	15.3%

MONTHLY SYSTEM STATISTICS	2004	2005	% change
Current month's Circulation	24,782	22,715	-8.3%
Jan. to date circulation	290,652	277,344	-4.6%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
15,096	15,179	12,701	12,666	9,376	9,456
15,540	15,594	21,738	21,814	8,271	8,310
Fiction					
Nonfiction					
CHILDREN'S BKS					
12,346	12,416	13,222	12,413	7,133	7,198
9,199	9,163	7,707	7,708	4,078	4,088
Fiction					
Nonfiction					
YA BOOKS					
1,847	1,872	2,515	2,523	1,449	1,455
647	655	299	301	82	85
Fiction					
Nonfiction					
Magazines,Adult					
Magazines, Child					
Games, Toys					
0	0	140	140	0	0
1,875	1,877	2,700	2,704	1,942	1,965
454	452	486	488	342	343
Sound Rec/Adult					
Sound Rec/Child					
25	25	16	16	1	1
Online Databases					
305	305	375	379	222	226
Software					
0	3			0	0
Vertical Files					
2,088	2,095	3,504	3,497	1,395	1,405
VHS/DVD					
119	119	142	142	57	57
Equipment					
59,541	59,755	65,545	64,791	34,348	34,589
TOTAL					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

November 2005

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	146	32	155	34	183	40	484	105
LOCAL HISTORY								
In person	10	3	11	3		0	21	6
Letters written	2	2	7	7		0	9	9
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	508	21	1039	43	872	36	2419	101
Computer software used	56	5	87	7	92	8	235	20
VCR Use	1	0	3	0	9	1	13	2
Microforms	4	1	35	5		0	39	5
CD ROM/Online databases	83	7	187	16	124	10	394	33
Typewriter use	3	0	0	0	3	0	6	0
Other equipment used	0	0	4	1		0	4	1
OTHER LIBRARY SERVICES USED								
Outreach activities	2	2	38	25	0	0	40	27
Notarized documents	12	3	2	1	0	0	14	4
Meeting Room Use (no. of groups)	41	14	30	10	25	8	96	32
Study room use	14	1	42	4	12	1	68	6
Proctoring	0	0	4	2	0	0	4	2
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	29	29	29	30
INTERLIBRARY LOANS								
Requests made for:	51	13	63	16	14	4	128	32
Items rec'd for:	51	26	45	23	16	8	112	56
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7535	7853	3350	18738
Non-resident, paying	2	8	0	10
PLAC card users	0	0	0	0
Reciprocal borrowers	379	345	40	764
(Hispanic cards issued)				0

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
Programs for all ages	3	18	2	12	0	0	5	30
Children's Programs (0-13)	32	192	13	78	5	30	50	300
Number attending	376		135		49		560	
YA Programs (14-17)	0	0	0	0	0	0	0	0
Number attending	0		1		4		5	
Adult Programs	4	24	2	12	1	6	7	42
Number attending	189		37		29		255	
Senior Citizen Programs	4	24	4	24	1	6	9	54
Number attending	27		37		6		70	
Total Number of Programs	43	258	21	126	7	42	71	426
Total Persons Attending	592		210		88		890	
Total Attending Same Month Last Yr.							0	
Total Staff Hours Spent		386		322		187		895
Total Number of In-House Programs	28		19		7		54	
Total Attendance	395		179		88		662	
Total Number of Outreach Programs	15		2		0		17	
Total Attendance	197		31		0		228	

CIRCULATION BY PATRON CODE

PATRONS

	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items	% of	Items	% of	Items	% of	Items	% of
	Loaned	Total	Loaned	Total	Loaned	Total	Loaned	Total
Adult	6432	75.0%	7105	68.9%	3883	73.9%	17420	72.2%
Corporate	72	0.8%	35	0.3%	20	0.4%	127	0.5%
Juvenile 0-11	698	8.1%	1037	10.1%	459	8.7%	2194	9.1%
Nonresident No Fee	9	0.1%	269	2.6%	112	2.1%	390	1.6%
Nonresident Fee	0	0.0%	0	0.0%		0.0%	0	0.0%
Reciprocal	346	4.0%	266	2.6%	107	2.0%	719	3.0%
School	5	0.1%	4	0.0%	0	0.0%	9	0.0%
St. Joseph College	0	0.0%	176	1.7%	0	0.0%	176	0.7%
State Library Card	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Staff	504	5.9%	638	6.2%	376	7.2%	1518	6.3%
Walking books	59	0.7%	29	0.3%	133	2.5%	221	0.9%
YA 12-17	86	1.0%	429	4.2%	44	0.8%	559	3.3%
YA-AV	366	4.3%	321	3.1%	121	2.3%	808	3.3%
Total	8577		10309		5255		24141	
All items borrowed by nonresidents	360	4.2%	715	6.9%	219	4.2%	1294	5.4%

CIRCULATION BY HOLDINGS CODE
November 2005

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)				0
Award Winner JE (DAJE)	5			5
Award Winner JFIC (DAJFIC)	4	1		5
Award Winner JNF (DAJNF)	2	1		3
Award Winner JPFIC (DAJBPF)	4		1	5
Award Winner YAFIC (DAYAF)			1	1
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	46	2	2	50
Books on CD (DBKCD)	80	3		83
Books on Tape (DBKT)	83	3		86
Compact Disc (DCD)	383	6	14	403
DVD	830	2	1	833
Equipment (DEQP)	1			1
See librarian (DERR)				0
Express Book (DEXP)	39			39
Fiction (DFIC)	1294	32	18	1344
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	508			508
Juv. Biography (DJBIO)	45	6	1	52
Juv. Book on CD (DJBKCD)	5		1	6
Juv. Book on Tape (DJBKT)	46	4		50
Juv. Compact Disc (DJCD)	31			31
Juvenile Easy (DJE)	731	9	3	743
Juv. Easy Reader (DJER)	220	5	9	234
Juv. Fiction (DJFIC)	135	4	3	142
Juv. Holiday books (DJHOL)	38			38
Juv. Magazine (DJMAG)	51	2		53
Juv. Music Cassette (DJMC)	3			3
Juv. Nonfiction (DJNF)	423	13	6	442
Juv. Nonfic Text Bk (DJNFTB)				0
Juv. Paperback fic (DJPBF)	192	8	3	203
Juv. Reference (DJREF)	1			1
Large Print Fiction (DLPF)	138	1	7	146
Large Print Nonfic (DLPNF)	1			1
Magazine (DMAG)	865		21	886
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	877	36	41	954
Nonfiction VHS (DNFVHS)	51	3	1	55
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPSJFic)	1			1
Parent Shelf Juv. NF (DPSJNF)	7	1		8
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)				0

Reference Software (DRSW)				0
Spanish Collection (DSPA)	20	3		23
Software (DSWAR)	119			119
Vertical File (DVF)	6			6
VHS	537	8		545
YA Biography (DYAB)	2	1		3
YA Books on CD (DYABKCD)	1			1
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	32	2	2	36
YA Nonfiction (DYANF)	22	2	5	29
YA Paperback Fic (DYAPBF)	55	9		64
Award Winner JBIO (RAJBIO)		2		2
Award Winner JE (RAJE)		12		12
Award Winner JFIC (RAJFIC)		1		1
Award Winner JNF (RAJNF)		1		1
Award Winner JPFIC (RAJPBF)				0
Award Winner YAFIC (RAYAF)				0
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	2	84		86
Books on CD (RBKCD)	3	112		115
Books on Tape (RBKT)	5	111	1	117
Compact Disc (RCD)	20	292	12	324
DVD	10	1780		1790
Equipment (REQP)		55		55
See librarian (RERR)				0
Express Book (REXP)		64		64
Fiction (RFIC)	30	1044	14	1088
Genealogy (RGENE)		1		1
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		2		2
Internet (RINTER)		1039		1039
Juv. Biography (RJBIO)	2	42		44
Juv. Book on CD (RJBKCD)		10		10
Juv. Book on Tape (RJBKT)		48		48
Juv. Compact Disc (RJCD)	2	39		41
Juvenile Easy (RJE)	9	1266	1	1276
Juv. Easy Reader (RJER)	2	230	1	233
Juv. Fiction (RJFIC)	8	248	1	257
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		27		27
Juv. Music Cassette (RJMC)	1	2		3
Juv. Nonfiction (RJNF)	17	531	5	553
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	6	158		164
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	10	61	2	73
Large Print Nonfic (RLPNF)		4		4
Magazine (RMAG)		254		254
Music Cassette (RMCAS)		1		1
Nonfiction (RNFC)	33	790	12	835

Nonfiction VHS (RNFVHS)	4	71	1	76
Professional Coll. (RPRO)				0
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)				0
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	1	29		30
Software (RSWAR)	2	102		104
Vertical File (RVF)	1	5		6
VHS	6	779	2	787
YA Biography (RYAB)		18		18
YA Books on CD (RYABKCD)		1		1
YA Books on Tape (RYABKT)	1	9		10
YA Fiction (RYAF)	1	95	3	99
YA Nonfiction (RYANF)	1	47		48
YA Paperback Fic (RYAPBF)	1	82	1	84
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)			4	4
Award Winner JFIC (WAJFIC)			1	1
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)			1	1
Award Winner YAFIC (WAYAF)			1	1
Award Winner YAPFIC (WAYPBF)			1	1
Biography (WBIO)	6	8	48	62
Books on CD (WBKCD)	8	3	91	102
Books on Tape (WBKT)	4	2	33	39
Compact Disc (WCD)	12	12	260	284
DVD	8	5	814	827
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			49	49
Fiction (WFIC)	52	36	754	842
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			872	872
Juv. Biography (WJBIO)	3		22	25
Juv. Book on CD (WJBKCD)	1		6	7
Juv. Book on Tape (WJBKT)		2	27	29
Juv. Compact Disc (WJCD)			17	17
Juvenile Easy (WJE)	19	8	697	724
Juv. Easy Reader (WJER)	10		120	130
Juv. Fiction (WJFIC)	5	2	111	118
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			45	45
Juv. Music Cassette (WJMC)			1	1
Juv. Nonfiction (WJNF)	19	3	266	288
Juv. Nonfic Text Bk (WJNFTB)				0

Juv. Paperback fic (WJPBF)		1	107	108
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	3	1	21	25
Large Print Nonfic (WLPNF)	1		1	2
Magazine (WMAG)		1	163	164
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	27	26	487	540
Nonfiction VHS (WNFVHS)	4	1	24	29
Professional Coll. (WPROF)			2	2
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)		2	45	47
Software (WSWAR)	1		86	87
Vertical File (WVF)				0
VHS	5	3	439	447
YA Biography (WYAB)	1			1
YA Books on CD (WYABKCD)			1	
YA Books on Tape (WYABKT)			1	1
YA Fiction (WYAF)	5	3	71	79
YA Nonfiction (WYANF)			35	35
YA Paperback Fic (WYAPBF)	1		49	50
TOTAL	8307	9835	5969	24110

**CIRCULATION BY HOLDINGS CODE
November 2005**

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	2	0	2
Award Winner JE (AJE)	5	12	4	21
Award Winner JFIC (AJF)	4	2	1	7
Award Winner JNF (AJNF)	2	2	0	4
Award Winner JPFIC (AJPF)	4	0	2	6
Award Winner YAFIC (AYAF)	0	0	2	2
Award Winner YAPFIC (YAYPBF)	0	0	1	1
Biography (BIO)	54	94	50	198
Books on CD (BKCD)	91	118	91	300
Books on Tape (BKT)	92	125	34	251
Compact Disc (CD)	415	310	286	1011
DVD	848	1787	815	3450
Equipment (EQP)	1	55	0	56
See librarian (ERR)	0	0	0	0
Express Book (EXP)	39	64	49	152
Fiction (FIC)	1376	1112	786	3274
Genealogy (GENE)	0	1	0	1
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	2	0	2

Internet (INTR)	508	1039	872	2419
Juv. Biography (JBIO)	50	48	23	121
Juv. Book on CD (JBCD)	6	10	7	23
Juv. Book on Tape (JBKT)	46	54	27	127
Juv. Compact Disc (JCD)	33	39	17	89
Juvenile Easy (JE)	759	1283	701	2743
Juv. Easy Reader (JER)	232	235	130	597
Juv. Fiction (JFIC)	148	254	115	517
Juv. Holiday (JHOL)	38	0	0	38
Juv. Magazine (JMAG)	51	29	45	125
Juv. Music Cassette (JMC)	4	2	1	7
Juv. Nonfiction (JNF)	459	547	277	1283
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	198	167	110	475
Juv. Reference (JREF)	1	0	0	1
Large Print Fiction (LPF)	151	63	30	244
Large Print Nonfic (LPNF)	2	4	1	7
Magazine (MAG)	865	255	184	1304
Music Cassette (MCAS)	0	1	0	1
Nonfiction (NFIC)	937	852	540	2329
Nonfiction VHS (NFVH)	59	75	26	160
Professional Coll. (PROF)	0	0	2	2
Parent Shelf Juv. Fic (PJF)	1	0	0	1
Parent Shelf Juv. NF (PSJNF)	7	1	0	8
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	51	45	16	112
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	21	34	45	100
Software (SWAR)	122	102	86	310
Vertical File (VF)	7	5	0	12
VHS	548	790	441	1779
YA Biography (YAB)	3	19	0	22
YA Books on CD (YABKCD)	1	1	1	2
YA Books on Tape (YABKT)	1	9	1	11
YA Fiction (YAF)	38	100	76	214
YA Nonfiction (YANF)	23	49	40	112
YA Paperback Fic (YAPBF)	57	91	50	198
				0
Free reads	270	470	158	898
Games/Puzzles		4		4
Talking books				0
Assignment Shelf Books				0
TOTAL	8628	10363	6143	25133

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1836	1709	1023	4568
Nonfiction	1065	1030	654	2749

CHILDREN'S BOOKS

Fiction	1351	1953	1063	4367
Nonfiction	557	600	300	1457

YA BOOKS

Fiction	95	191	129	415
Nonfiction	26	68	40	134
Magazines, Adult	865	255	184	1304
Magazines, Children	51	29	45	125
Games, Toys	0	6	0	6
Sound Recordings, adult	600	564	413	1577
Sound Recordings, ch	89	105	52	246
Online databases	0	0	0	0
Software	122	102	86	310
Vertical file	7	5	0	12
VHS/DVD	1455	2652	1282	5389
Equipment	1	55	0	56
Total	8120	9324	5271	22715

A-V Circulation	2266	3423	1833	7522
A-V Circulation as % of total	27.9%	36.7%	34.8%	33.1%

Salary Ordinance 2005
Update 12/12/05

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date
Garrett, Marilyn	Page	5.75	10	R	12/6/05
Cly, Anna Chris	Clerk	9.66	20	R	
Hamel, Theresa	Clerk	\$7.12	17.5	R	

Aurora DeJong, Rensselaer clerk, resigned this month. To fill her position, we moved Theresa (Tess) Hamel from page to clerk and filled her clerk position with Marilyn Garrett. In response to a request from Chris Cly, we reduced Chris's clerk hours and gave Tess the additional clerk hours.

Other staff changes this month include the resignations of John Maczak, janitor/maintenance 2.5 hrs per week, and Michelle Lagestee, 10 hour page, both at DeMotte. Those positions have not been filled at this time.

We have examined and approved the changes to the 2005 Jasper County Public Library Salary Ordinance. Dated December 12, 2005.

Jan A. Floyd
Mari Anne Saylor
Mike Heining
Aimee Marie Egan

Steve J. Cigand
Susan Deardorff
Timothy M. Schultz

JCPL FINANCIAL STATEMENT

November 30, 2005

	<u>Beginning 2005 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$580,559.27	\$126,026.65	\$1,567,615.15	\$255,543.41	\$1,372,929.01	\$385,873.13
Includes Investments of:						
Public Library Access Card Fund	\$26.00	\$0.00	\$54.00	\$0.00	\$84.00	\$56.00
Gift Fund	\$4,067.95	\$807.94	\$5,396.68	\$123.61	\$8,805.37	\$7,476.64
DeMotte	\$495.86	\$105.48	\$1,537.99	\$40.00	\$2,085.89	\$1,043.76
Rensselaer	\$2,665.70	\$340.82	\$3,164.03	\$83.61	\$5,771.83	\$5,273.50
Wheatfield	\$906.39	\$361.64	\$694.66	\$0.00	\$947.65	\$1,159.38
Library Improvement Reserve Fund	\$200,712.12	\$2,827.00	\$95,661.34	\$253.20	\$3,962.44	\$109,013.22
Includes Investments of:						
Bond & Interest Redemption Fund	\$24,412.51	\$0.00	\$139,340.50	\$0.00	\$291,891.27	\$176,963.28
Includes Investments						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,763.00
Transfer from OPER Fund						
Capital Projects Fund	\$2,716.20	\$5,640.03	\$80,515.27	\$64.92	\$92,194.30	\$14,395.23
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$30.73	\$682.76	\$30.73	\$682.76	\$0.00
Levy Excess Fund	\$18,864.54	\$0.00	\$0.00	\$0.00	\$0.00	\$18,864.54
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$2,040,731.23	\$0.00	\$1,902,650.25	\$947.68	\$49,951.63	\$188,032.61
Includes Investments of \$125,000						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,053.59	\$60,559.61	\$5,053.59	\$60,559.61	\$0.00
FICA Tax Collected	\$0.00	\$5,327.24	\$58,562.50	\$5,327.24	\$58,562.50	\$0.00
State Tax Collected	\$2,281.19	\$2,317.71	\$26,008.17	\$2,377.28	\$26,104.26	\$2,377.28
County Tax Collected	\$599.16	\$751.00	\$7,405.85	\$772.23	\$7,578.92	\$772.23
Deferred Comp.	\$0.00	\$4,360.84	\$50,966.15	\$4,360.84	\$50,966.15	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,701.39	\$36,877.50	\$3,701.39	\$36,877.50	\$0.00
Employee Life Insur.	\$0.00	\$31.80	\$342.32	\$31.80	\$342.32	\$0.00
Employee P.E.R.F.	\$7,678.26	\$0.00	\$31,886.12	\$2,578.77	\$29,322.83	\$5,114.97
Credit Union	\$0.00	\$3,376.28	\$27,466.81	\$3,376.28	\$27,466.81	\$0.00
TOTAL ALL FUNDS.....	\$2,913,621.43	\$160,252.20	\$4,091,990.98	\$284,542.97	\$2,118,281.68	\$939,912.13

Bank Balances**Jasper County Public Library***Report as of: 11/30/2005*

	<i>Bank</i>	
1	Peoples State Bank	\$630,476.00
2	Demotte State Bank	\$12,180.30
3	Peoples State Bank-LIRF Acct	\$109,013.22
4	PSB-LIRF CD#3004376	\$0.00
5	Cash On Hand	\$210.00
6	Peoples State Bank-Construction Ckg.	\$47,648.90
7	PSB-Lee Co. (Escrow)#0326100	\$15,383.71
8	Nat'l City Bank CD#6335171611	\$0.00
9	PSB Const.- (6mon) CD#3004279	\$0.00
10	PSB Const.- (6mon) CD#3004260	\$0.00
11	PSB Const.- (6mon) CD#3004252	\$0.00
12	PSB Const.- (6mon) CD#3004244	\$0.00
13	PSB Const.- (6mon) CD#3004236	\$0.00
14	PSB Const.- (9mon) CD#3004228	\$0.00
15	Peoples State Bank-ESCROW Acct	\$0.00
16	PSB CD#0000001193-3008630	\$0.00
17	PSB Constr. (91-Day) CD#3009297	\$125,000.00
Total all banks =		\$939,912.13

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

INVESTMENTS - 2005

F2.1

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
03/01/06	3009297	Peoples St. Bk	91 days	\$125,000	4.00%	CONST.	11/30/2005		

CLOSED INVESTMENTS:

1/20/2005	3004279	Peoples St Bk	183 days	\$150,000.00	1.96	CONST.	7/20/2004	\$	1,482.08
1/20/2005	3004260	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$	2,964.16
1/20/2005	3004252	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$	2,964.16
1/20/2005	3004236	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$	2,964.16
1/20/2005	3004244	Peoples St Bk	183 days	\$300,000.00	1.96	CONST.	7/20/2004	\$	2,964.16
2/10/2005	3004376	Peoples St Bk	181 days	\$113,232.48	1.97	LIRF	8/10/2004	\$	1,121.57
4/20/2005	3004228	Peoples St Bk	274 days	\$300,000.00	2.16	CONST.	7/20/2004	\$	4,864.44
9/27/2005	6335171611	National City Bank	90 days	\$ 175,000.00	3.25	BIRF	6/29/2005	\$	1,421.88
9/27/2005	6335171611	National City Bank	90 days	\$ 125,000.00	3.25	LIRF	6/29/2005	\$	1,015.62
11/29/2005	1193-3008630	Peoples St.Bk	63 days	\$ 100,000.00	4.01	BIRF	9/27/2005		\$692.14
11/29/2005	1193-3008630	Peoples St.Bk	63 days	\$ 125,000.00	4.01	CONST.	9/27/2005		\$865.17
								\$	21,762.23

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 11/1/2005 To 11/30/2005

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,454.00	\$0.00	\$54,454.00	\$4,537.86	\$49,828.93	\$4,625.07	91.5
1.12 SALARY OF ASSISTANTS	\$787,808.00	\$0.00	\$787,808.00	\$64,797.88	\$696,618.89	\$91,189.11	88.4
1.13 WAGES OF JANITORS	\$51,967.00	\$0.00	\$51,967.00	\$4,002.58	\$40,211.58	\$11,755.42	77.4
1.21 EMPLOYER'S SHARE-FICA	\$64,481.00	\$1,201.05	\$65,682.05	\$5,327.24	\$58,562.50	\$7,119.55	89.2
1.22 UNEMPLOYMENT COMPENSATION	\$4,553.00	\$147.00	\$4,700.00	\$0.00	\$5,620.27	(\$920.27)	119.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$43,525.00	\$0.00	\$43,525.00	\$0.00	\$44,613.38	(\$1,088.38)	102.5
1.24 EMPLOYER'S CONTRIB.- INS.	\$66,666.00	\$1,193.58	\$67,859.58	\$4,154.29	\$53,897.46	\$13,962.12	79.4
1.31 OTHER PERSONAL SERVICES	\$100.00	\$15,700.00	\$15,800.00	\$0.00	\$15,740.00	\$60.00	99.6
Subtotal	\$1,073,554.00	\$18,241.63	\$1,091,795.63	\$82,819.85	\$965,093.01	\$126,702.62	88.4
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$0.00	\$900.00	\$66.71	\$805.55	\$94.45	89.5
2.12 STATIONERY AND PRINTING	\$550.00	\$0.00	\$550.00	\$145.18	\$441.68	\$108.32	80.3
2.13 OTHER OFFICE SUPPLIES	\$9,200.00	\$0.00	\$9,200.00	\$1,662.12	\$9,126.34	\$73.66	99.2
2.21 CLEANING & SANITATION SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$77.35	\$2,982.66	\$1,517.34	66.3
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$221.40	\$2,674.11	\$1,325.89	66.9
2.31 BUILDING MATERIALS & SUPPLIES	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$342.90	\$1,657.10	17.1
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$56.91	\$258.57	\$141.43	64.6
2.41 LIBRARY SUPPLIES	\$11,700.00	\$40.74	\$11,740.74	\$257.71	\$11,408.30	\$332.44	97.2
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$112.74	\$87.26	56.4
Subtotal	\$33,550.00	\$40.74	\$33,590.74	\$2,487.38	\$28,152.85	\$5,437.89	83.8
<i>3. Other Services and Charge</i>							
3.13 LEGAL SERVICES	\$2,507.00	\$0.00	\$2,507.00	\$0.00	\$335.00	\$2,172.00	13.4
3.14 OTHER PROFESSIONAL SERVICES	\$5,500.00	\$8,832.30	\$14,332.30	\$300.00	\$15,123.28	(\$790.98)	105.5
3.21 TELEPHONE	\$5,800.00	\$1,008.00	\$6,808.00	\$419.08	\$7,419.40	(\$611.40)	109.0
3.22 POSTAGE	\$5,500.00	\$53.00	\$5,553.00	\$874.99	\$4,286.15	\$1,266.85	77.2
3.23 MILEAGE	\$7,500.00	\$219.51	\$7,719.51	\$2,091.66	\$8,950.39	(\$1,230.88)	115.9
3.24 PROFESSIONAL MEETINGS	\$7,500.00	\$105.00	\$7,605.00	\$590.26	\$7,007.51	\$597.49	92.1
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$94.68	\$1,817.38	(\$17.38)	101.0
3.26 NETWORKING	\$15,000.00	\$0.00	\$15,000.00	\$264.99	\$8,210.11	\$6,789.89	54.7
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$625.96	\$1,534.73	(\$34.73)	102.3
3.32 OTHER PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$0.00	\$275.52	\$274.48	50.1
3.4 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$40,000.00	\$4,507.00	\$44,507.00	\$0.00	\$31,975.23	\$12,531.77	71.8
3.51 GAS	\$42,000.00	\$0.00	\$42,000.00	\$3,614.36	\$28,414.03	\$13,585.97	67.7
3.52 ELECTRICITY	\$49,000.00	\$0.00	\$49,000.00	\$8,176.73	\$50,508.06	(\$1,508.06)	103.1
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$63.85	\$979.36	\$20.64	97.9
3.54 WASTE DISPOSAL SERVICES	\$3,200.00	\$0.00	\$3,200.00	\$196.95	\$2,509.71	\$690.29	78.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.61 BUILDING & STRUCTURES	\$48,000.00	\$42,735.00	\$90,735.00	\$2,878.77	\$82,095.42	\$8,639.58	90.5
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$114.00	\$1,255.75	(\$255.75)	125.6
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$9.95	\$210.45	\$89.55	70.2
3.91 DUES	\$1,800.00	\$0.00	\$1,800.00	\$100.00	\$1,930.40	(\$130.40)	107.2
3.93 TAXES & ASSESSMENTS	\$260.00	\$0.00	\$260.00	\$0.00	\$259.64	\$0.36	99.9
3.94 TRANSFER TO LIRF	\$20,524.00	\$0.00	\$20,524.00	\$0.00	\$0.00	\$20,524.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$144.95	(\$44.95)	145.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$58,594.00	\$0.00	\$58,594.00	\$4,532.36	\$62,246.01	(\$3,652.01)	106.2
Subtotal	\$319,555.00	\$57,459.81	\$377,014.81	\$24,948.59	\$317,688.48	\$59,326.33	84.3
<i>4. Capital Outlays</i>							
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$700.00	\$38,700.00	\$39,400.00	\$0.00	\$38,700.00	\$700.00	98.2
4.4 FURNITURE & EQUIPMENT	\$5,940.00	\$12,173.37	\$18,113.37	\$3,670.89	\$17,751.40	\$361.97	98.0
4.51 BOOKS	\$139,000.00	\$1,005.45	\$140,005.45	\$7,618.45	\$126,277.21	\$13,728.24	90.2
4.52 PERIODICALS & NEWSPAPERS	\$22,600.00	\$69.95	\$22,669.95	\$982.04	\$18,166.36	\$4,503.59	80.1
4.53 NONPRINTED MATERIALS	\$68,104.00	\$4,116.92	\$72,220.92	\$3,499.45	\$55,785.84	\$16,435.08	77.2
Subtotal	\$236,344.00	\$56,065.69	\$292,409.69	\$15,770.83	\$256,680.81	\$35,728.88	87.8
Grand Total	\$1,663,003.00	\$131,807.87	\$1,794,810.87	\$126,026.65	\$1,567,615.15	\$227,195.72	87.3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

F3.1

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
8/9/2005	100 OPERATING FUND	1.21 EMPLOYER'S SHARE-FICA	\$1,201.05	FICA-C.Spurgeon 2005 Constr. Fund Reimbursement
8/9/2005	100 OPERATING FUND	1.22 UNEMPLOYMENT COMPENSATION	\$147.00	Unemployment Comp. 2005 - C.Spurgeon, Constr. Fund Reimbursement
3/18/2005	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.- INS.	\$1,193.58	COBRA Reimbursement-K.Woods (Jan-Feb-Mar'05)
8/9/2005	100 OPERATING FUND	1.31 OTHER PERSONAL SERVICES	\$15,700.00	C. Spurgeon wage 2005, Constr. Fund reimbursement
1/3/2005	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	\$40.74	Encumbered from 2004 per Bd. Approval 12/27/04
2/25/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$170.00	Spanish Grant Reimbursement A/P #159 Veronica Rodriguez
3/14/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$6,800.00	LIRF Reimbursement-Prof.Lib.Lift Movers, A/P #242
5/10/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$209.00	Reimbursement-Troyer A/P #437
10/11/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$1,465.00	LIRF Reimbursement-Troyer Gr. Carpet Specs A/P#991
10/31/2005	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$188.30	Corrected entry of 6/17/05 for Spanish Gr. Reimbursement
9/1/2005	100 OPERATING FUND	3.21 TELEPHONE	\$1,008.00	Nitco USF E-rate refund 2005
5/3/2005	100 OPERATING FUND	3.22 POSTAGE	\$3.00	Overpayment on PO Box Rental A/P #240
9/27/2005	100 OPERATING FUND	3.22 POSTAGE	\$50.00	Crown Point P.L. Reimbursement-A/P #865
2/25/2005	100 OPERATING FUND	3.23 MILEAGE	\$125.96	Spanish Grant Reimbursement A/P #146 Sandra Gersbach
6/17/2005	100 OPERATING FUND	3.23 MILEAGE	\$188.30	Spanish Grant Reimbursement-Sandra Gersbach/Mary Herz
10/31/2005	100 OPERATING FUND	3.23 MILEAGE	\$93.55	Corrected entry of 6/17/05 for Spanish Gr. Reimbursement.
10/31/2005	100 OPERATING FUND	3.23 MILEAGE	(\$188.30)	Entry Change to Approp error of 6/17/05.
6/17/2005	100 OPERATING FUND	3.24 PROFESSIONAL MEETINGS	\$93.55	Spanish Grant Reimbursement-Veronica Rodriguiz
10/17/2005	100 OPERATING FUND	3.24 PROFESSIONAL MEETINGS	\$105.00	Refund-ILF District One Mtg. A/P #847
10/31/2005	100 OPERATING FUND	3.24 PROFESSIONAL MEETINGS	(\$93.55)	Entry Change to Approp error of 6/17/05.
8/22/2005	100 OPERATING FUND	3.42 OTHER INSURANCE	\$3,815.00	Ohio Casualty Group Insurance Refund-A/P #580
9/26/2005	100 OPERATING FUND	3.42 OTHER INSURANCE	\$692.00	Refund Ohio Casualty Group A/P #580
3/10/2005	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$7,770.00	LIRF Reimbursement-C.P. Quality Floors, A/P #187
3/10/2005	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$34,965.00	LIRF Reimbursement- C.P. Quality Floors, A/P #187
10/12/2005	100 OPERATING FUND	4.3 IMPROVEMENTS OTHER THAN BUILD.	\$38,700.00	LIRF Reimbursement-Crown Point Quality Floors A/P#1015
1/3/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$3,365.85	Encumbered from 2004 per Bd. Approval 12/27/04
4/1/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$50.00	Rebate of EPSON Printer, Amazon.com A/P #2
5/1/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$74.98	Reimbursement-Prof. Lib. Movers for Amazon.com A/P 370
8/9/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$2,925.34	Reimbursed from LIRF Acct. A/P 739 Highsmith Tambour Cabinets
8/9/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$966.20	Mobile Lab Grant Reimbursement-A/P #399 (Dell)/518 (Hewlett Pack.); 609 (Chester's)

F3.1	Date	Fund	Account	Amount	Reason
	8/9/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$1,964.00	Instruct.Lab Grant Reimbursement-A/P #502 (CDW-G); 506 (Chester's); 518 (Hewlett Packard)
	11/15/2005	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$2,827.00	LIRF Reimb.-Robbins Lib. Interiors A/P #1102
	2/25/2005	100 OPERATING FUND	4.51 BOOKS	\$334.80	Spanish Grant Reimbursement A/P #133 OCLC
	6/17/2005	100 OPERATING FUND	4.51 BOOKS	\$251.01	Spanish Grant Reimbursement-OCLC, B&T
	8/9/2005	100 OPERATING FUND	4.51 BOOKS	\$374.17	Spanish Grant Reimb.-B&T, Lectorum, Ollis Bks
	8/9/2005	100 OPERATING FUND	4.51 BOOKS	\$45.47	Spanish Grant Reimb.-B&T
	8/9/2005	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$69.95	Spanish Grant Reimb. - EVA Subsc.
	1/3/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$2,881.45	Encumbered from 2004 per Bd. Approval 12/27/04
	2/25/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$47.92	Spanish Grant Reimbursement A/P #133 OCLC
	6/17/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$210.07	Spanish Grant Reimbursement-B&T, Library Video
	8/9/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$303.48	Spanish Grant Reimb. - Kimbo Educ, Continental Bk, PAC
	8/9/2005	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$674.00	Instruct.Lab Grant Reimbursement-A/P #501/502 (CDW-G); 504(Centur.Techn);609 (Chester's)
	1/3/2005	130 LIRF FUND	3.14 OTHER PROFESSIONAL SERVICES	\$6,800.00	Encumbered from 2004 per Bd. Approval 12/27/04
	1/3/2005	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$42,735.00	Encumbered from 2004 per Bd. Approval 12/27/04
	1/11/2005	160 CAPITAL PROJECTS FUND	4.2 BUILDINGS	(\$26,487.00)	Per DLGF 2005 Budget Order
	4/13/2005	180 CONSTRUCTION FUND	3.51 GAS	\$6,352.40	Gough reimbursement NIPSCO A/P #282
	2/16/2005	180 CONSTRUCTION FUND	3.52 ELECTRICITY	\$14,524.00	Refundable Deposit Ret'd, NIPSCO, A/P #1
	4/13/2005	180 CONSTRUCTION FUND	3.52 ELECTRICITY	\$425.45	Gough reimbursement NIPSCO A/P #282
	8/4/2005	180 CONSTRUCTION FUND	4.4 FURNITURE & EQUIPMENT	\$70.00	Refund-Hewlett Packard A/P #572 (ProCurve Switch) Ret'd.

Net Changes by Fund

Fund Number	Net Change
100	\$131,807.87
130	\$49,535.00
160	(\$26,487.00)
180	\$21,371.85

Voucher List

Jasper County Public Library

F4a

Report Date: From 11/1/2005 To 11/30/2005

<i>Narrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	1028	PAYROLL	11/10/2005	PAYROLL	\$36,824.64
24530	1029	ANTHEM BLUE CROSS AND B	11/10/2005	Health Ins. Premiums-Nov 05	\$7,438.50
24531	1030	GREAT-WEST RETIREMENT S	11/10/2005	Deferred Comp W/Held from 10NOV05 Payroll	\$2,180.42
0	1031	INDIANA DEPARTMENT OF RE	11/18/2005	State & County tax w/held from October 05 Payroll	\$3,068.71
0	1032	IRS USA TAXPAYMENT	11/10/2005	FICA & Federal Tax W/held 10NOV05 Payroll	\$7,903.06
24532	1033	LA-PORTER FEDERAL CREDIT	11/10/2005	W/Held from 10NOV05 Payroll - 7 participants	\$1,650.26
24533	1034	NIPSCO	11/10/2005	Wh. Lib. Utilities-10/3-11/1/05	\$2,118.87
24534	1035	NORTHWESTERN INDIANA TE	11/10/2005	DeMotte Telephone-Nov. 05	\$139.68
24535	1036	VISION SERVICE PLAN- (IN)	11/10/2005	VSPPremium-Nov 2005	\$134.80
24536	1037	TOWN OF WHEATFIELD SEW	11/10/2005	Wh. Lib. Sewer Service-November 2005	\$41.05
24537	1038	AARON'S LAWN CARE	11/14/2005	Oct Mowing, weeding, spraying - DeM & Rens. Lib.	\$385.00
24538	1039	ACE HARDWARE	11/14/2005	Soap Dispenser, Batteries	\$7.57
24539	1040	BAKER & TAYLOR	11/14/2005	Books, AV, Continuations	\$6,677.06
24540	1041	BOYCE FORMS/SYSTEMS	11/14/2005	1096 Forms	\$66.71
24541	1042	CAMPBELL PRINTING COMPA	11/14/2005	Business Cards-5 names	\$145.18
24542	1043	CAPITAL ONE, F.S.B.	11/14/2005	Door Lock, SmartDisk, Mouse, IMI Expenses	\$238.63
24543	1044	CDW GOVERNMENT, INC	11/14/2005	T.S. Scanners & USB Cable	\$693.99
24544	1045	CENTRAL STATES SALES CO	11/14/2005	Wheat. Ceiling Spot Bulbs	\$22.94
24545	1046	CHARLES GLUTH & SONS RO	11/14/2005	Wheatfield Constr. Project-Additional Gutters	\$2,039.00
24546	1047	GAIL JUNG	11/14/2005	Petty Cash-Rens.-Postage, Cards, Calculator, Batteries	\$38.46
24547	1048	GAIL JUNG	11/14/2005	Mileage-Hoosier Start Wrkshp, ILF Leadership Mtg.	\$206.13
24548	1049	GATEWAY COMPANIES INC.	11/14/2005	Tablet Laptop Gateway Computer	\$1,475.00
24549	1050	H. W. WILSON COMPANY	11/14/2005	Readers Guide Subscription-1/06 to 12/06;Ren	\$400.00
24550	1051	HARPERCRAFT PRODUCTION	11/14/2005	Wheat. Open House-Harpist	\$275.00
24551	1052	HERITAGE OFFICE PRODUCT	11/14/2005	Laminate, Wht. Copier Drum, System Adm. Asst. Chair	\$289.89
24552	1053	GA FOODS GROUP	11/14/2005	INCOLSA Regional Mtg. & Mngmt. Mtg Expenses	\$43.95
24553	1054	HIGHSMITH CO. INC.	11/14/2005	Portable Wireless PA System	\$269.92
24554	1055	HP PRODUCTS CORP.	11/14/2005	Deck Brush & Handle, Floor Stripper, Disinfectant	\$69.69
24555	1056	INCOLSA	11/14/2005	Heritage Quest 11/05-10/31/06;Beyond Google Wrkshp;Contentdm Wrkshp, Google Tips Wrkshp	\$796.00
24556	1057	INGRAM	11/14/2005	Books	\$74.97
24557	1058	INSPIRATIONAL DISTRIBUTOR	11/14/2005	Christian Books	\$49.21
24558	1059	INTEGRITY SOFTWARE, INC	11/14/2005	SofTrack Renewal Maintenance (85), Upgrade 5 wrkstations, 2 additional servers	\$1,205.56
24559	1060	CHESTER TECHNOLOGIES	11/14/2005	Yellow, Magenta, Cyan Toner;Cisco Smartnet Maint, Technician Support	\$3,052.00
24560	1061	COMCAST	11/14/2005	Oct. Wireless Communication-DeM.	\$160.00
24561	1062	CULLIGAN	11/14/2005	Water Cooler Rental - Nov 2005, Wh. Lib	\$9.95
24562	1063	DEMCO	11/14/2005	Glue, Labels, Brochure Holder, Posters, Banners, Bulletin Brd Trim, Oval Carpet	\$302.48
24563	1064	DIANE OPOLSKI	11/14/2005	Mileage-Bank Deposits, ASK Mtg	\$28.62
24564	1065	EDWARD YOUNG	11/14/2005	Mileage-Delivery Dem-Ren-Wht;10/03/05-11/07/2005	\$756.60
24565	1066	EVELYN BRISTOL	11/14/2005	Mileage-Counterparts Mtg., Wheat Library; Marketing Your Library Wrkshp Expenses	\$120.62
24566	1067	FASE'S WATER TREATMENT	11/14/2005	Redout-15 @ DeM.	\$153.75
24567	1068	JACK STANDISH	11/14/2005	Replacement Cartridge for Bathroom-Ren	\$12.99
117	1069	JASPER COUNTY PUBLIC LIBR	11/14/2005	LIRF Reimbursement Robbins Library Interiors-12 ft. shelving	\$2,827.00
24568	1070	JENNIFER L.DOUTHIT	11/14/2005	Mileage & Expenses INCOLSA Content DM Wrkshp 10/12/05	\$62.62
24569	1071	JERRY SPANNAN	11/14/2005	Wheat Pedestals for Art Projects	\$165.73

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
45	24570	1072 JILL TACHTIRIS	11/14/2005	Game Dr. Cleaner-Motorized	\$10.00
	24571	1073 KANKAKEE VALLEY POST NE	11/14/2005	Annual Subscription Dem to 11/28/06	\$45.00
	24572	1074 KATHRYN WEED	11/14/2005	Mileage-ILF Ref. Conf, Content DM Wrkshp, Spanish Training Mtg.	\$164.90
	24573	1075 KEM'S TRUSTWORTHY HARD	11/14/2005	5 ft. Cord Protector	\$13.79
	24574	1076 KIM DELGER	11/14/2005	Replacement BH & G Magazines, Book Discussion Expenses	\$41.31
	24575	1077 KIM MOUNT	11/14/2005	Wheat. Building Project-Artwork	\$175.00
	24576	1078 KONE, INC.	11/14/2005	Qtly Elevator Maintenance- Oct-Dec 2005	\$393.39
	24577	1079 K.V.ELECTRIC	11/14/2005	Repair Lights & Outlets-Dem	\$245.00
	24578	1080 LARRY J. CLARK	11/14/2005	Genealogy Program-11/8/05;Dem	\$25.00
	24579	1081 LIBRARY VIDEO COMPANY	11/14/2005	DVD's	\$240.22
	24580	1082 BRIAN ORBAN	11/14/2005	Lawn Mowing Wheatfield (old) 4/3/05-8/20/05	\$828.00
	24581	1083 LEGAL DIRECTORIES PUBLIS	11/14/2005	Indiana Legal Directory	\$60.75
	24582	1084 LISA DAVIS	11/14/2005	Mileage-Retirement Planning	\$21.34
	24583	1085 LUZ ARAMBULA	11/14/2005	Mileage-CYPD Conf., Wheatfield Lib.	\$25.78
	24584	1086 LYNN DAUGHERTY	11/14/2005	ILF, Brd Mtg, Leadership Conf., Wheat Lib; ILF Conf. Expense	\$422.12
	24585	1087 MARK A. SMITH	11/14/2005	Genealogy Photos-Postage	\$8.95
	24586	1088 MIDWEST TAPE	11/14/2005	DVD-Civil War Gold	\$21.99
	24587	1089 MIKE CRAWFORD	11/14/2005	Mileage-Brd Mtg	\$20.37
	24588	1090 PBS	11/14/2005	Unusual Buildings & Other Roadside Stuff-AV	\$34.94
	24589	1091 OSBY WATER CONDITIONING	11/14/2005	Servicing Water Softener-Part included	\$24.00
	24590	1092 PEGGY WOODS	11/14/2005	Mileage-Retirement Planning	\$10.67
	24591	1093 PHIL & SON, INC.	11/14/2005	Repair & Replacement Cylinder Rear Employee Door-Dem	\$297.00
	24592	1094 PLANNER PADS, INC.	11/14/2005	Executive Planner	\$32.45
	24593	1095 POSTMASTER GENERAL	11/14/2005	Stamps;2000-.37, 100-.01, 400-.02, 100-.03, 100-.04, 100-.10, 50-.60, 50-\$1.00	\$846.00
	24594	1096 PRECISION CONTROL SYSTE	11/14/2005	Qrtly Maint. Oct-Dec '05; Replace Valve-Ren; Replace Pipe Fitting-Dem	\$2,179.77
	24595	1097 PROQUEST INFORMATION & L	11/14/2005	KV Post News-Microfilm 1/1/03-12/31/03;1/1/04-12/31/04	\$239.20
	24596	1098 QUILL CORPORATION	11/14/2005	Labels, Ink Cartridges, Calendars, Appt. Bk,Stapler, Tape, Const. Paper, Art Roll,Glue,Paper, Index Crds,Pens,	\$981.77
	24597	1099 RACHAEL CAVINDER	11/14/2005	Mileage;Mngmnt. Mtg., Counterparts Mtg.,Asst. Tech. Mtg., bank deposit	\$44.62
	24598	1100 RECORDED BOOKS, LLC	11/14/2005	Audiobook & DVD	\$89.75
	24599	1101 RENSSELAER REPUBLICAN	11/14/2005	HR Specialist Ad, Note to Bidders (Rens. Carpet), Sys. Mnt. Asst. Ad	\$625.96
	24600	1102 ROBBINS LIBRARY INTERIORS	11/14/2005	12 ft. Oak Library Shelving	\$2,827.00
	24601	1103 ROEING CORPORATION	11/14/2005	Business Office-cable drop	\$225.00
	24602	1104 SECURITY COURIERS CORP.	11/14/2005	Courier Service 9/30/05	\$331.97
	24603	1105 SHERMAN SPECIALITY COMP	11/14/2005	Rollercoaster Table	\$183.95
	24604	1106 SHEILA MAXWELL	11/14/2005	Mileage & Expenses;NICCL Mtg., Counterparts Mtg., Mgmt. Mtg.	\$206.26
	24605	1107 SPRINT	11/14/2005	Payphone-Rens. Nov '05	\$51.13
	24606	1108 ST. JOHN PLUMBING, INC.	11/14/2005	Remove Anode Rod from Water Heater-Wheat	\$300.00
	24607	1109 SUPER SIGNS, INC.	11/14/2005	Christmas Window Cling Kit-Wheat	\$15.00
	24608	1110 SUSAN ENGELMANN	11/14/2005	Program Expenses-Sleepy Hollow Tales 10/27/05	\$31.23
	24609	1111 THOMSON GALE	11/14/2005	Continuations-Something/Author; Amer. Law Yearbk; Ency/Assn;IP Series	\$1,253.30
	24610	1112 TIM SCHULTZ	11/14/2005	Mileage-Board Mtg. 10/10/05	\$21.34
	24611	1113 TOWN OF DEMOTTE	11/14/2005	Sewer Service-DeM. Lib., Sept 2005	\$66.50
	24612	1114 TYSEN'S COUNTRY GROCERY	11/14/2005	After School Program Supplies & Author Visit-Dem, Toilet Cleaner	\$81.06
	24613	1115 TYSEN'S FAMILY FOOD CENT	11/14/2005	Wheat Coffee Café Supplies	\$11.50
	24614	1116 UNIQUE MANAGEMENT SERVI	11/14/2005	Initial & Secondary Placements-Sep & Oct '05	\$342.00
	24615	1117 UNIVERSITY OF NOTRE DAME	11/14/2005	ILL Replacement Fee-How to Run Your Band's Business	\$31.38

Printed on Friday, December 02, 2005

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Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i> F4c
24616	1118	USA TODAY	11/14/2005	Dem. Annual Subscriptions 12/05-12/12/06	\$139.00
24617	1119	WAL-MART COMMUNITY BRC	11/14/2005	Bulbs,tape,CD's, DVD's,batteries,trashcan	\$2,197.17
24618	1120	WHEATFIELD CHAMBER OF C	11/14/2005	Annual Dues 10/05-10/06	\$100.00
24619	1121	TASTE OF HOME BOOKS	11/14/2005	2006 Taste of Home Annual Recipes	\$28.98
0	1122	PEOPLES STATE BANK	11/15/2005	Deposit Slips	\$21.04
24620	1123	AFLAC	11/25/2005	Supplemental Insurance-Dec 2005, Daugherty, Molenaar, Schulenberg, Woods	\$219.30
24621	1124	ANTHEM LIFE	11/25/2005	December Life Ins. Premium	\$94.88
24622	1125	CHICAGO TRIBUNE	11/25/2005	Annual Subscription 11/05-5/06(7 days per wk);Wheatfield	\$123.50
24623	1126	CITY OF RENSSELAER	11/25/2005	Rens. Utilities 10/7/05-11/7/05	\$3,127.44
24624	1127	EDWARD YOUNG	11/25/2005	Mileage-Delivery Dem-Ren-Wht;11/8/05-11/15/2005	\$174.60
24625	1128	GREAT-WEST RETIREMENT S	11/25/2005	Deferred Comp W/Held from 25NOV05 Payroll	\$2,180.42
24626	1129	LA-PORTER FEDERAL CREDIT	11/25/2005	W/Held from 25NOV05 Payroll - 7 participants	\$1,726.02
24627	1130	NIPSCO	11/25/2005	Dem. Utilities;10/7/05-11/7/05;Electric 9/8/05-10/7/05	\$6,698.03
24628	1131	SPRINT	11/25/2005	Long Distance Calls, 10/8-11/7/05	\$47.42
24629	1132	SPRINT	11/25/2005	Wh. Telephone Local Service-November 2005	\$285.84
0	1133	IRS USA TAXPAYMENT	11/28/2005	FICA & Federal Tax W/held 25NOV05 Payroll	\$7,805.01
0	1134	PAYROLL	11/25/2005	PAYROLL	\$36,513.68
0	1135	JASPER COUNTY PUBLIC LIBR	11/28/2005	CD #0000001193-3008630 Matured	\$225,000.00
150103	1136	JASPER COUNTY PUBLIC LIBR	11/29/2005	Purchase 91 day CD	\$125,000.00
0	1137	JASPER COUNTY PUBLIC LIBR	11/29/2005	misc.	\$0.00

Total Amount of Claims \$510,252.20

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, December 02, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$510,252.20

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

November 30, 2005

F5

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
S & FEES:			\$2,480.69	\$31,762.05
DeMotte	\$844.09	\$11,195.93		
Rensselaer	\$978.26	\$14,690.93		
Wheatfield	\$658.34	\$5,875.19		
PHOTOCOPIES:			\$625.97	\$7,473.41
DeMotte	\$263.75	\$2,767.31		
Rensselaer	\$237.90	\$3,491.69		
Wheatfield	\$124.32	\$1,214.41		
CARDS:			\$0.00	\$0.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$0.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$1,725.25	\$11,230.92
Checking/Repurchase/Savings/CD's	\$1,725.25	\$11,230.92		
TAXES:			\$247,484.50	\$965,344.97
Property Tax	\$0.00	\$420,616.69		
License Excise Tax	\$0.00	\$42,061.38		
Financial Institution Tax	\$0.00	\$689.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$4,225.90		
Local Option/Certified Shares	\$224,302.50	\$448,605.00		
Local Option/Property Tax Repl.	\$23,182.00	\$46,364.00		
State Distribution	\$0.00	\$2,783.00		
REFUNDS:			\$3,227.00	\$357,117.66
Rebates/Refund	\$0.00	\$5,528.68		
Insurance Claim (COBRA Reimbursements)	\$0.00	\$1,193.58		
Meeting Room Rental	\$50.00	\$150.00		
Interfund Reimbursement	\$2,827.00	\$112,709.39		
Other Reimbursements	\$0.00	\$1,180.76		
Other Receipts	\$0.00	\$10.26		
Wheatfield Bldg. Sale	\$0.00	\$225,986.00		
Equipment Sales	\$350.00	\$2,505.00		
Grant Reimbursements	\$0.00	\$7,853.99		
TOTAL OPERATING FUND RECEIPTS.....			\$255,543.41	\$1,372,929.01
PLAC FUND:			\$0.00	\$84.00
GIFT FUNDS:			\$123.61	\$8,805.37
DeMotte	\$40.00	\$2,085.89		
Rensselaer	\$83.61	\$5,771.83		
Wheatfield	\$0.00	\$947.65		
LIB. IMPROV. RESERVE FUND: Oper.Transfer.....			\$253.20	\$3,962.44
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$291,891.27
Property Tax	\$0.00	\$262,566.80		
License Excise Tax	\$0.00	\$26,256.48		
Financial Institution Tax	\$0.00	\$430.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$2,637.99		
RAINY DAY FUND:			\$0.00	\$0.00
CAGIT Spec.Distribution (was in OP Fund)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$64.92	\$92,194.30
Interest Earned	\$64.92	\$564.97		
Property Tax	\$0.00	\$82,423.88		
License Excise Tax	\$0.00	\$8,242.34		
Financial Institution Tax	\$0.00	\$135.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$828.11		
HOST/HOSPITALITY FUND:			\$30.73	\$682.76
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$947.68	\$49,951.63
Int. Earned(Chkg.,CD's,Escrow)	\$947.68	\$28,579.78		
Refund-Utilities	\$0.00	\$21,371.85		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$256,963.55	\$1,820,500.78

WITHHOLDING ACCOUNT FUNDS:

			\$27,579.42	\$297,780.90
FIT Tax Collected	\$5,053.59	\$60,559.61		
FICA Collected	\$5,327.24	\$58,562.50		
State Tax Collected	\$2,377.28	\$26,104.26		
County Tax Collected	\$772.23	\$7,578.92		
Deferred Comp Plan	\$4,360.84	\$50,966.15		
#125 Pre-tax Plan	\$3,701.39	\$36,877.50		
Life/Health Insurance	\$31.80	\$342.32		
PERF	\$2,578.77	\$29,322.83		
Credit Union	\$3,376.28	\$27,466.81		
TOTAL RECEIPTS - ALL FUNDS.....			\$284,542.97	\$2,118,281.68

Voucher List

F6a

Jasper County Public Library

Report Date: From 12/1/2005 To 12/12/2005

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
24630	1137	AARON'S LAWN CARE	12/12/2005	Nov. Lawn Mowing-Rens. Lib.	\$100.00
24631	1138	ACE HARDWARE	12/12/2005	Paint Supplies for Snowman Project	\$28.24
24632	1139	BAKER & TAYLOR	12/12/2005	Gift Fund Book	\$9.07
24633	1140	BAKER & TAYLOR	12/12/2005	Books, Continuations, Gift Books, AV	\$5,163.20
24634	1141	BIERMA HARDWARE, INC.	12/12/2005	Humidguide-Wh. Constr. Project, hardware	\$18.73
24635	1142	BONNIE ZIMMER	12/12/2005	Artwork Consultation (Mileage)-Wh. Bldg. Project	\$48.50
24636	1143	BRIAN ORBAN	12/12/2005	Lawn Care, fertilizer, grass seed, weeding-Wh. Library (9/17-11/25/05)	\$866.25
24637	1144	BROWN'S GARDEN & FLORAL	12/12/2005	3-Memorial Trees @ Rens. Lib., Pruning	\$374.15
24638	1145	CAPITAL ONE, F.S.B.	12/12/2005	Bookkeeping Wkshp Expenses, AV, CD-ROMs, Ch. Crafts	\$386.23
24639	1146	CDW GOVERNMENT, INC	12/12/2005	Cable, Cordless Mouses, Headphones, NetGear Switch, Power Off USB, Keyboard Mgr, HP ProCurve Switch, etc - Wh. Bldg. Proj & CPF	\$2,819.46
24640	1147	CENTURION TECHNOLOGIES,	12/12/2005	CornerStone Software & Mtnc (11/17/05-06)	\$682.00
24641	1148	CHESTER TECHNOLOGIES	12/12/2005	Technical Support-WebBalance problems	\$30.00
24642	1149	COMCAST	12/12/2005	DeM. Wireless-Nov.	\$160.00
24643	1150	CULLIGAN	12/12/2005	Cooler Rental & Water-Wh. Lib.	\$47.70
24644	1151	DELL MARKETING L.P.	12/12/2005	27-Desktop Pentiums 4 & Optiplex Monitor, 7-Flat Monitors, 25-Surge Suppressors (CPF)	\$37,151.96
24645	1152	DEVON'S FAMILY RESTAURAN	12/12/2005	Lynn's Retirement Expense-GIFT Fund	\$42.99
24646	1153	DIANA KOOY	12/12/2005	Mileage, Books; Staff Christmas Luncheon-Designated Gift Fund	\$359.72
24647	1154	DIANE OPOLSKI	12/12/2005	Mileage-Bank Deposits, Mtg.	\$15.52
24648	1155	EVELYN BRISTOL	12/12/2005	Mileage-Counterparts, Work Rens. Circ Desk	\$29.10
24649	1156	GAIL JUNG	12/12/2005	Wh. Petty Cash: Batteries, Storytime Expense, Bk Cleaners, Mileage, Can Opener	\$15.33
24650	1157	HP PRODUCTS CORP.	12/12/2005	Window Cleaner, Vacuum Switch	\$87.23
24651	1158	INCOLSA	12/12/2005	IMI Workshop-Stringfellow, Gibson, Kooy; Marketing Library-Bristol & VanSchouwen, Basic Subj Cataloging-Molenaar & Woods	\$760.00
24652	1159	INDIANAPOLIS STAR	12/12/2005	7-Day Subscription To Indy Star, 1/1/06-12/31/06 - Rens. Lib.	\$231.40
24653	1160	INFORMATION TODAY	12/12/2005	Literary Market Place-Continuations	\$305.95
24654	1161	INGRAM	12/12/2005	Paperbacks	\$39.48
24655	1162	INSPIRATIONAL DISTRIBUTOR	12/12/2005	Christian Books	\$82.67
24656	1163	INDIANA ONLINE USERS GRO	12/12/2005	Fall Program: Digging Deep into Digital... K. Weed	\$55.00
24657	1164	HSBC BUSINESS SOLUTIONS	12/12/2005	Software-CPF	\$49.97
24658	1165	JACK STANDISH	12/12/2005	Shelf	\$14.00
24659	1166	J.F. NEW	12/12/2005	Retention Pond transformation/Wetlands deposit-Wh. Lib. Project	\$3,025.00
24660	1167	KRISTINE L.MAYS	12/12/2005	Digitization Grant Mileage & Expenses-Delivery of documents	\$154.34
24661	1168	LINDA THOMPSON	12/12/2005	Coffee Café supplies(GFS)-GIFT Fund	\$19.12
24662	1169	LYNN DAUGHERTY	12/12/2005	Director's Counterparts Expense; Mileage	\$70.43
24663	1170	MARY MOLENAAR	12/12/2005	INCOLSA Wkshp Expense	\$5.60
24664	1171	MIKE CRAWFORD	12/12/2005	Nov. Board Mtg. Mileage	\$21.34
24665	1172	NANETTE SPEACHT	12/12/2005	Mileage - Mtg & work at Rens Circ. Desk	\$42.68
24666	1173	NELSON-ABBRING FRAMES &	12/12/2005	Non-Glare Glazing, wire hangars, matting, frames, etc. - Wh. Constr. Art Project	\$85.60
24667	1174	NICOLE VAN SCHOUWEN	12/12/2005	Mileage: Walking Bks, INCOLSA Wkshp	\$267.69
24668	1175	OFFICE DEPOT	12/12/2005	Astrobright Copy Paper-Marketing	\$19.98
24669	1176	PATTY STRINGFELLOW	12/12/2005	IMI Workshop Expenses; Mileages	\$266.30

Printed on Monday, December 12, 2005

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Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

<i>F6b Warrant</i> <i>Number</i>	<i>Claim</i> <i>Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
24670	1177	PEGASUS MAIL	12/12/2005	Tech Support Subscripion & other benefits, 1 yr.	\$350.00
24671	1178	PEGGY WOODS	12/12/2005	INCOLSA Wkshp Expense/Mileage	\$130.27
24672	1179	PRECISION CONTROL SYSTE	12/12/2005	Modify HydroTherm Boilers & repipe, Parts, sm. Gas leak, vav repairs, -DeM; Defective Hydronic Pipe/Fittings, replace pulleys/sheave/belts; flow switch failure fixed-Rens.	\$7,333.22
24673	1180	PROQUEST INFORMATION & L	12/12/2005	Microfilm-Rens. Republican 5/1-8/31/05	\$93.11
24674	1181	QUILL CORPORATION	12/12/2005	Copy & Photo Paper, Calendars, Tape, Monitor Riser, Labeler, InkJet Cartridges	\$367.96
24675	1182	RACHAEL CAVINDER	12/12/2005	Mileage-Counterparts	\$29.10
24676	1183	RECORDED BOOKS, LLC	12/12/2005	Audiobooks	\$977.21
24677	1184	RELIABLE EXTERMINATORS, I	12/12/2005	Outside Application-Pest Control @ Wheatfield & Rens. Lib.	\$300.00
24678	1185	RENSSELAER REPUBLICAN	12/12/2005	Headquarter's Librarian Advertisement	\$277.50
24679	1186	SCHNAIBLE SERVICE & SUPPL	12/12/2005	EnMotion Towels, Roll Towels, Jumbo TP, Kleenex less credit due	\$275.35
24680	1187	SHEILA MAXWELL	12/12/2005	Mileage-Mgmt Mtg.	\$21.34
24681	1188	SPRINT YELLOW PAGES	12/12/2005	Qlty Billing-Oct-Nov-Dec 2005	\$236.25
24682	1189	SUSAN ENGELMANN	12/12/2005	Mileage & Santa Program Expenses	\$45.74
24683	1190	THE LIBRARY CORPORATION	12/12/2005	Library solutions License & Windows 2003 Terminal Server Cals -CPF & Wh. Constr. Proj	\$3,086.00 <i>\$1043.5</i>
24684	1191	TIM SCHULTZ	12/12/2005	Board Mtg. Mileage	\$21.34
24685	1192	TRU-GREEN CHEMLAWN	12/12/2005	Ice Melt & Crab Apple Tree Application	\$399.00
24686	1193	TYSEN'S COUNTRY GROCERY	12/12/2005	American Girl & After-School Program Expenses-DeM. Lib. GIFT Fund	\$9.16
24687	1194	VERONICA RODRIGUEZ	12/12/2005	Translation Services(Sep/Oct 2005)-Literacy Project	\$40.00
24688	1195	VIKING OFFICE PRODUCTS	12/12/2005	Calendars-2006	\$41.52
24689	1196	WAL-MART COMMUNITY BRC	12/12/2005	DVDs, Label Maker, Bk Cleaners, Batteries, Ice Melt Substitute-Wh. Lib., Lysol, Cleaner, Air Fresners, Works Bowl Clnr, CD-ROM, plastic bags,	\$657.84
24690	1197	WALL STREET JOURNAL	12/12/2005	2 yr. Newspaper Subscription-1/06-12/31/07	\$350.00
0	1198	PAYROLL	12/9/2005	PAYROLL	\$35,996.69
24691	1199	ANTHEM BLUE CROSS AND B	12/9/2005	Health Ins. Premiums-Dec 05	\$9,918.21
24692	1200	EDWARD YOUNG	12/9/2005	Mileage-Delivery Dem-Ren-Wh; 11/16/05-11/30/2005	\$291.00
24693	1201	GREAT-WEST RETIREMENT S	12/9/2005	Deferred Comp W/Held from 09DEC05 Payroll	\$2,130.42
24694	1202	LA-PORTER FEDERAL CREDIT	12/9/2005	W/Held from 09DEC05 Payroll - 7 participants	\$1,741.16
24695	1203	NORTHWESTERN INDIANA TE	12/9/2005	DeMotte Telephone-Dec. 05	\$141.18
24696	1204	TOWN OF DEMOTTE	12/9/2005	Sewer Service-DeM. Lib., Oct 2005	\$66.50
24697	1205	TOWN OF WHEATFIELD SEW	12/9/2005	Wh. Lib. Sewer Service-December 2005	\$41.05
24698	1206	VISION SERVICE PLAN- (IN)	12/9/2005	VSPPremium-Dec 2005	\$134.80
0	1207	IRS USA TAXPAYMENT	12/12/2005	FICA & Federal Tax W/held 09DEC05 Payroll	\$7,645.96
24699	1209	NIPSCO	12/9/2005	Wh. Lib. Utilities-11/1-12/5/05	\$2,983.29
24700	1210	SPRINT	12/9/2005	Payphone-Rens. Dec '05	\$51.13
24701	1211	JPMORGAN CHASE BANK	12/12/2005	Bond of 1991 Principal & Interest due 1/1/06	\$412,580.00
1035	1212	JASPER COUNTY PUBLIC LIBR	12/12/2005	Bank Transfer to Peoples State Bank	\$12,000.00

Warrant Claim
Number Number Name of Claimant

Date Explanation

Total

F6c

Total Amount of Claims \$554,715.21

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 12, 2005

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 12th day of December, 20 05.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.



